DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

AGRICULTURAL ECONOMICS CIRCULAR No. 1

Establishment of Staff Economists Group

To provide for special studies and economic analysis projects of joint and mutual interest to the Economic Research Service and the Statistical Reporting Service, there is hereby established the Staff Economics Group under direction of the Director, Agricultural Economics. Assignments to the Group will contemplate such integration of research and statistical work as may be desirable in assisting the Director, Agricultural Economics, to advise the Secretary on matters of policy and appraisal with respect to economic and statistical aspects of Department programs.

Functions of the Staff Economists Group are to assist the Director, Agricultural Economics, in the development of short and long range economic research and statistical work required by the Secretary; to undertake analytical studies of ongoing and proposed agricultural programs; and to represent the Director, Agricultural Economics, in the economic and statistical review of program actions in the Department.

The following individuals are designated to act in the positions indicated pending establishment of the positions:

Orlin J. Scoville . . . . . Staff Advisor

John A. Schnittker . . . . . Staff Advisor

Willard W. Cochrane

Willard W. Cochrane
Director, Agricultural Economics

Approved:

Joseph M. Robertson

Joseph M. Robertson
Administrative Assistant Secretary

DISTRIBUTION: All Divisions and Offices, ERS and SRS Washington and Field

April 17, 1961

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

AGRICULTURAL ECONOMICS CIRCULAR No. 2

Establishment of Management Operations Staff

There is hereby created a Management Operations Staff reporting to the Director, Agricultural Economics. The Staff will provide administrative management, information, and related supporting and advisory services required by the Economic Research Service and Statistical Reporting Service, and will be headed by an Executive Director of the Staff.

The Divisions authorized are: Administrative Services, Budget and Finance, Information, and Personnel.

The following individuals are designated to act in the positions indicated within the Management Operations Staff, with the concurrence of agency heads, subject to establishment of the positions:

Stanley J. Dorick, Director, Division of Administrative Services

John J. Kaminski, Director, Division of Budget and Finance

Wayne V. Dexter, Director, Division of Information

Joseph P. Findlay, Director, Division of Personnel

These individuals will report to Charles F. Kiefer, Acting Executive Director, Management Operations Staff. Additional designations will be made as soon as possible by the Acting Executive Director in further internal organization of the Staff.

Willard W. Cochrane

Willard W. Cochrane
Director, Agricultural Economics

Approved:

Joseph M. Robertson

Joseph M. Robertson
Administrative Assistant Secretary

DISTRIBUTION: All Divisions and Offices, ERS and SRS Washington and Field

April 17, 1961

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

AGRICULTURAL MISSOURI'S CIRCULAR No. 2

Establishment of Management Operations Staff

There is hereby created a Management Operations Staff reporting to the Director, Agricultural Economics. The Staff will provide administrative management, information, and related reporting and advisory services required by the Economic Research Service and Statistical Reporting Service, and will be headed by an Executive Director of the Staff.

The Division authorities are: Administrative Services, Budget and Finance, Information, and Personnel.

The following individuals are designated to act in the positions indicated within the Management Operations Staff, with the concurrence of agency chiefs, subject to establishment of the positions:

Francis J. Dreyer, Director, Division of Administrative Services

John L. Hammond, Director, Division of Budget and Finance

Wayne V. Lanier, Director, Division of Information

Joseph P. Fiorday, Director, Division of Personnel

These individuals will report to Charles T. Roberts, Acting Executive Director, Management Operations Staff. Additional functions will be made as soon as possible by the Acting Executive Director in the form of internal orientation of the Staff.

William W. Cochrane
Director, Agricultural Economics

Approved:

Joseph M. Robertson
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

superseded by Title 1100 A Manual 9/30

AGRICULTURAL ECONOMICS CIRCULAR No. 3

Dissemination of Instructions in the Economic Research Service, Statistical Reporting Service, Management Operations Staff, and Staff Economists Group

I PURPOSE

A method of disseminating instructions for Agricultural Economics, including the Economic Research Service and the Statistical Reporting Service, is hereby established under the provisions of Secretary's Memorandum 1446, Transfer of Functions Incident to Reorganization, dated February 24, 1961, and Supplement 1, dated April 3, 1961.

II ORGANIZATIONAL SYMBOLS

For identification purposes, the following organizational symbols are established:

ERS - Economic Research Service
SRS - Statistical Reporting Service
MOS - Management Operations Staff
SEG - Staff Economists Group

III METHOD OF OPERATION

A New Series of Issuances.

1 Agricultural Economics Circulars. This office will issue Agricultural Economics Circulars in numerical sequence. They will contain instructional and informative material for the Services and Staff as indicated in each issuance. Included in this series will be circulars from the Executive Director of the Management Operations Staff pertaining to the general management and information affairs of ERS, SRS, MOS, and SEG.

2 ERS General Memorandums. Instructions applicable exclusively to ERS will be issued by the Administrator, ERS, as consecutively numbered ERS General Memorandums.

(III A)

3 SRS General Notices. Instructions applicable exclusively to SRS will be issued by the Administrator, SRS, as consecutively numbered SRS General Notices.

B Applicability of Existing Issuances.

1 Administrative. While a procedure system is being established through and by which permanent issuances can be disseminated, administrative operations of ERS and SRS shall be carried out in accordance with AMS Instructions. Organizational units which were not a part of AMS will be supplied with AMS Manuals.

2 Program. All program issuances under which operation of the organizational units comprising the new Services were previously carried out will remain in effect until changed or superseded. Program issuances providing instructions and information for day-to-day operations shall be continued in accordance with existing methods.

IV APPROVING OFFICIALS

A The Director, Agricultural Economics, will approve and sign all issuances which (1) establish basic policy for either or both ERS and SRS, (2) delegate or amend authorities which are vested in or reserved to him by law or regulation, or (3) involve the organization and assignment of functions and responsibilities to ERS, SRS, and SEG.

B The Executive Director, Management Operations Staff, Agricultural Economics, shall approve and sign all issuances relating to overall administrative, personnel, budget, finance, information, and audit functions affecting ERS, SRS, MOS, and SEG.

C The Administrators, ERS and SRS, shall each approve and sign all issuances which (1) establish basic policy within their respective Services, (2) delegate or amend authorities which are vested in or reserved to them by law or regulation, or (3) involve the organization and assignment of functions and responsibilities to divisions and other basic units of their respective Services.

D Division Directors of both Services may approve and sign internal issuances on programs assigned to them and applicable only to their own employees.

V RESPONSIBILITIES

A All Divisions and Offices. Issuances, both overall and internal, shall be timely planned and developed by officials of divisions and offices assigned responsibilities for the activities and programs which the issuances involve. Preparing officials shall obtain necessary clearances from all affected organizational units.

1 Administrative and Overall Program Issuances. All proposed issuances involving administrative activities and issuances involving overall program functions (i.e., those to be signed by the officials indicated in IV A, B, and C above) shall be routed to the Division of Administrative Services for obtaining final approval and processing (see B below).

2 Internal Program Issuances. Issuances involving the activities of only one division and applicable only to the employees of that division shall be developed and issued within the division.

B Division of Administrative Services. The Division of Administrative Services is responsible for processing all issuances to be signed by the Executive Director, Management Operations Staff, Agricultural Economics, and the Administrators, ERS and SRS. This Division shall:

1 Review all proposed issuances referred to it (a) for conformity with established policy; (b) to avoid the issuance of incorrect, incomplete, or irrelevant information; (c) for possible duplication of, or conflict with, other procedures; (d) for proper format, arrangement of contents, adequacy of clearance; and (e) to provide editing service when required.

2 Maintain a register of and assign consecutive numbers to all issuances as required.

3 Obtain final approval of the appropriate approving official.

4 Have issuances duplicated and distributed.

VI MAILING LISTS

A Development and Maintenance.

1 The Division of Administrative Services shall develop and maintain mailing lists to provide adequate distribution, both complete and selective, for the issuances processed by the Division.

(VI A)

2 Divisions issuing internal program instructions shall develop and maintain distribution patterns for such issuances.

B Request for Information Needed To Develop Mailing Lists for Field.

1 Officials in charge of ERS and SRS Divisions shall supply the Division of Administrative Services with the information requested below for the field offices which are to receive issuances directly:

a Address:

Title of addressee (use name only if use of title adversely affects prompt mail delivery)
Service, Division, Branch (if applicable)
Mailing address
City (Zone), State

b Number of copies desired.

c Total number of employees.

2 Such officials shall keep the Division of Administrative Services informed of additions to, corrections, and other changes in distribution requirements as needed for effective and adequate coverage.

Willard W. Cochrane

Willard W. Cochrane
Director, Agricultural Economics

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 4

Additional Personnel Assignments - Management Operations Staff

The following individuals are designated to act in the positions indicated in the internal organization of the Divisions of Administrative Services, Budget and Finance, Information, and Personnel of the Management Operations Staff, subject to establishment of the positions.

Division of Administrative Services
- Procurement and Property Branch, Chief . . . . Darrell F. Peters
- Records and Communications Branch. . . . . S. J. Dorick

Division of Budget and Finance
- Budget Branch, Chief . . . . . Francis S. Harrell
- Fiscal Branch, Chief . . . . . Warren A. Morgan

Division of Information
- Program Service Branch
  - Current Information Section, Head . . . . . Joel W. Wheeler
  - Economics Reports Section, Head . . . . . Jerome H. Perlmutter
- Publications Branch
  - Popular Publications Section, Head . . . . Nicholas A. Kominus
  - Research Publications Section, Head . . . . Sally I. Miller

Division of Personnel
- Classification & Organization Branch, Chief. . Robert B. Gilman
- Employment & Employee Relations Branch, Chief. John E. Wildman

Earlier designations were made in Agricultural Economics Circular No. 2.

Charles F. Kiefer
Charles F. Kiefer
Acting Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices, ERS, SRS, MOS, and SEG Washington and Field

April 27, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 5

Allotment and Work Plan Code Symbols

Due to the substantial workload for the remainder of the fiscal year, and particularly in processing payrolls, travel vouchers, etc., allotments and work plans will be disturbed as little as possible before July 1, 1961.

AMS Instruction 432-1, Rev. 1, Allocations, Allotments, & Work Plans, will continue in effect until superseded. Accordingly, the attached allotment and work plan code symbols will be used on allotment advices and work plans. Allotment and work plans for the remainder of fiscal year 1961 will be developed by the Division of Budget and Finance in cooperation with the organizational units concerned.

Instructions for fiscal year 1962 will be developed and issued prior to July 1, 1961.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

Attachments

DISTRIBUTION: Division Directors, ERS, SRS, and MOS

April 27, 1961

Agricultural Economics

ALLOTMENT AND WORK PLAN CODE SYMBOLS

The first digit is the first year.
The next two digits are the fund and limitation.
Dashes are used between the fund-Agency-Serial-Allottee

AGENCY

E - Economic Research Service
S - Statistical Reporting Service

- Fiscal Year
- Fund
- Agency
- Serial
- Allottee
- Work Plan

0 - 00 - 0 - 0 -00-A

FUNDS AND LIMITATION CODES

Type of Fund	Code	Fund and Limitation
Annual Appropriations	01	Marketing Research and Agricultural Estimates - All Other Expenditures
	02	Marketing Research and Agricultural Estimates - Special Study on Price Spread between Farmer and Consumer (All Other)
	05	Salaries and Expenses, Foreign Agricultural Service
	08	Salaries and Expenses, ARS - General
	09	Salaries and Expenses, ARS - Research Contracts
Advances from Other Agencies in the Department of Agriculture	20	Consolidated Working Fund - CCC Administrative Expenses
	21	Consolidated Working Fund - CCC Fund - National Wool Act
	22	Transfer Account - Soil Conservation Service - Watershed Protection
Advances from Other Departments	30	Transfer Account - International Cooperation Administration - Domestic Program Expenses
	31	Transfer Account - International Cooperation Administration - Administrative Expenses
Trust Account	40	Miscellaneous Contributed Funds
		Limitation .622

ALLOTTEE CODES

00	Administrator
01	Deputy Administrator, Agricultural Economics
02	Deputy Administrator, Foreign Agriculture
03	Deputy Administrator, SRS
04	Executive Director, Management Operations Staff
07	Economic & Statistical Analysis Division
08	Marketing Economics Division
09	Farm Economic Division
10	Development and Trade Analysis Division
11	Regional Analysis Division
12	Agricultural Estimates Division
13	Field Operations Division
14	Standards and Research Division
15	Crop Reporting Board
16	Outlook & Situation Board
17	Staff Economists Group
18	Division of Administrative Services
19	Division of Budget and Finance
20	Division of Information
21	Division of Personnel

ECONOMIC RESEARCH SERVICE - WORK PLAN CODES

A	Immediate Office of Administrator
B	Executive Director, MOS - Staff Economist Group
C	Executive Director, MOS - Management Operations Staff
D	Deputy Administrator, Agricultural Economics
E	Economic & Statistical Analysis Division
F	Marketing Economics Division
G	Farm Economics Division
H	
I	
J	
K	Deputy Administrator, Foreign Agriculture
L	Development and Trade Analysis Division
M	Regional Analysis Division
O	
P	

STATISTICAL REPORTING SERVICE - WORK PLAN CODES

A	Immediate Office of Administrator
B	Executive Director, MOS - Staff Economist Group
C	Executive Director, MOS - Management Operations Staff
D	Deputy Administrator, Statistical Reporting Service
E	Agricultural Estimates Division
F	Field Operations (includes State Statisticians)
G	Standards and Research Division
H	Crop Reporting Board
I	
J	
K	

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 6

General Authorization

Effective May 1, 1961, Agricultural Economics, including Economic Research Service and Statistical Reporting Service, will adopt AMS Instruction 106-2, General Authorization, as the delegation of authority within Agricultural Economics for (1) authorizing and approving travel and the incurrence of necessary travel and station expenses, and (2) certain other administrative authorities necessary for carrying out authorized programs and activities.

Exhibit B of the cited Instruction will constitute the travel authorization under which all travel except that for which an individual travel authorization is required will be performed. Exhibit C of the Instruction sets forth maximum per diem and mileage allowances. Individual Exhibits A and C applicable to organizational units transferring to ERS, SRS, and MOS are being issued to show new designations and to include necessary changes in redelegations of authorities.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

Attachments

DISTRIBUTION: All Divisions and Offices, ERS, SRS, MOS, and SEG Washington and Field

May 1, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 7

Reporting and Maintaining Obligations for May and June 1961

Effective May 1, 1961, the organizational segments of ERS and SRS made up of organizational segments of AMS, FAS, and ARS transferring to ERS and SRS will, for the months of May and June, continue to record and report obligations in the same manner as such obligations were reported by the predecessor agencies. Therefore, as applicable, AMS, FAS, and ARS obligating procedures will remain in effect through June 30 except that AMS Form 633, Report of Man-Months and Obligations, prepared under AMS procedure and obligating documents prepared under FAS and ARS procedures will be forwarded to the Chief, Fiscal Branch, Division of Budget and Finance, Management Operations Staff, Agricultural Economics, Washington 25, D. C.

The system to become effective July 1, 1961, for the recording of obligations is under study at the present time. Such procedures as are required will be issued in time to effect any needed changes by July 1, 1961.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

DISTRIBUTION: Divisions Directors, ERS, SRS, and MOS

May 1, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 8

Establishment of Management Operations Staff

The Management Operations Staff--Personnel, Administrative Services, Budget and Finance, and Information--is in business to serve you as of today. The memorandum of understanding covering the transfer of support activities, effective May 1, 1961, from AMS, ARS, and FAS to SRS and ERS has been approved by the Administrative Assistant Secretary.

Our immediate problem is to maintain unity and continuity of planning and work flow with minimal interruption to day-to-day operations. You have already received copies of Agricultural Economics Circulars Nos. 1 - 7, and of AMS Notices 1043 and 1044. Other Circulars are in process of release. We are mindful of the need for refining what we are doing and for planning and carrying out the broader aspects of work in response to your needs. We intend to be readily accessible to you for full and candid discussion and resolution of any managerial question.

I want to take this opportunity to express our special concern for ERS and SRS employees at duty points away from Washington. The challenge before us--that of providing services on a par, quality wise, with that furnished you by your predecessor agencies--is not easy. But we feel confident we can do it. We will work closely with Directors and administrative officers of Divisions having field operations.

Please feel free to direct our attention to matters of immediate concern that we may have overlooked.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices, ERS, SRS, MOS, and SEG Washington and Field

May 1, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 9

Time and Attendance Reports

I TIME AND ATTENDANCE REPORTS FOR PAY PERIOD APRIL 30 - MAY 31

Transferring agencies AMS, ARS, and FAS have agreed to prepare, for our certification, payrolls for the pay period ending May 13, 1961, for all employees transferred to ERS, SRS, and MOS. Therefore, forward time and attendance reports for the pay period April 30 through May 13 for all transferred employees to the appropriate fiscal office of the transferring agency.

In the event timekeepers of predecessor agencies who maintained time and attendance reports for transferred employees are not transferred to ERS, SRS, or MOS, affected divisions and offices shall designate timekeepers for such employees for the pay period April 30 through May 13, 1961. Under such circumstances it will be necessary for the newly designated timekeepers to receive from transferring agency timekeepers time and attendance reports prepared by them for use in conjunction with the pay period for the employees concerned.

II SUBMISSION OF TIME AND ATTENDANCE REPORTS FOR PAY PERIODS BEGINNING MAY 13

Effective with the pay period beginning May 13, 1961, Washington and field offices shall submit time and attendance reports from timekeepers designated on the basis of the new organization structures as follows:

A Washington Offices. Send time and attendance reports to Fiscal Branch, Division of Budget and Finance, Management Operations Staff, Agricultural Economics. Submit reports for employees in Washington, D. C., so as to reach the Division of Budget and Finance by 4:45 p.m. on the last work day of the pay period.

B Field Offices. Send time and attendance reports and associated documents to the address given below. Please do not use this address for

DISTRIBUTION: All Divisions and Offices, ERS, SRS, MOS, and SEG Washington and Field

May 4, 1961

material other than time and attendance reports. Forward the reports for field employees in time for them to be received by the Division of Budget and Finance by 10 a.m. on the first Monday following the close of the pay period. For employees being separated forward reports upon date of separation. In special cases where submission of reports must be delayed because of administrative review or overtime worked on the last Saturday of the pay period, send them via airmail. Mail reports to:

USDA-MOS (ERS-SRS)
P. O. Box 7267 - Apex Station
Washington 4, D. C.

Field offices so located that the time and attendance reports cannot reach the Division of Budget and Finance by the most expeditious mail service by 10 o'clock on the first Monday following the close of the pay period, shall report the basic working hours by telegraph or teletype as shown below. In confirmation of reports made by telegraph or teletype, timekeepers shall submit the time and attendance reports to the Division of Budget and Finance immediately after the close of each pay period.

A When all employees included on the previous time and attendance reports will receive full normal pay for the current pay period, report, "All employees on previous report entitled to full pay current period."

B Where there are exceptions to the previous time and attendance reports, give the names of such employees and the hours of duty involved. Also include a statement to cover all other employees, for example: "All other employees on previous reports entitled to full pay current period." Following are examples of exceptions to be reported:

1 New Appointee. "George A. Doaks EOD 8-23-59 - $4040 per annum - Allotment Code." (Always report the name as it appears on the appointment papers (SF-50 or AD-294).)

2 Termination. "Edith A. Smith resigned COB 8-21-59."

3 Leave Without Pay. "Noel C. Lewis 6 hours' LWOP."

III ACCURACY OF REPORTS

It is obvious that no interruption to normal payroll procedure is anticipated. In carrying out the foregoing it is important that suitable safeguards be taken to assure that the reports are accurate in all respects.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 10

Letters of Authorization and Amendments

I GENERAL

As set forth in Agricultural Economics Circular No. 6, dated May 1, 1961, Agricultural Economics, including ERS and SRS, will use AMS Instruction 106-2, General Authorization, Exhibit B, as the travel authorization under which all travel will be performed, except in those travel situations (e.g. change of official station, foreign travel, etc.) still requiring issuance of individual travel authorizations (Form AD-202, Authorization - Travel). When an individual travel authorization must be issued, as indicated in the applicable portions of AMS Instruction 106-2, divisions and staff offices shall be responsible for issuing and numbering each letter of authorization or amendment thereto, chargeable to an allotment account under their jurisdiction. The numbering and distribution shall be accomplished as set forth below.

II NUMBERING LETTERS OF AUTHORIZATION

A Original Letters of Authorization (Form AD-202).

1 Number each LA consecutively, beginning with the first number of the series of numbers assigned to the division or office concerned. (See Exhibit A attached for such numbers.)

2 Prefix the LA number by the fiscal year identification (the last digit of the fiscal year involved), e.g., "1" for fiscal year 1961. For example: LA's issued by the Marketing Economics Division would be numbered in the following manner: 1-2000, 1-2001, 1-2002, etc.

B Amendments to Letters of Authorization (Form AD-206). Number each amendment by using the complete serial number of the original LA, followed by a capital letter assigned in alphabetical sequence, e.g., 1-2000A, 1-2000B, 1-20003, etc.

III NUMBER OF COPIES AND DISTRIBUTION

A Number of Copies.

1 Prepare Forms AD-202 (AD-204, Authorization - General, for cooperatively controlled employees, where applicable), and AD-206 in a minimum of an original and two copies.

2 A third copy is required when an individual LA is necessary for travel performed by an employee of the Farm Economics, Development and Trade Analysis, or Regional Analysis Division. This copy will be used by the Division of Budget and Finance for recording the obligation.

3 A fourth copy is necessary in those cases where approval of the Director of Finance or Office of the Secretary is required.

B Distribution. Distribute LA's as follows:

1 The original form to the traveler.

2 One copy for the authorizing official.

3 Copies to the Division of Budget and Finance as follows:

a One copy only for all divisions and offices except Farm Economics, Development and Trade Analysis, and Regional Analysis Divisions.

b Two copies for Farm Economics, Development and Trade Analysis, and Regional Analysis Divisions.

4 One copy to the Department Office of Budget and Finance or to the Office of the Secretary, as required.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

Attachment

Numbers To Be Assigned to Letters of Authorization[1/]

1 - 199	Administrator, SRS
200 - 299	Administrator, ERS; Deputy Administrator, Agricultural Economics
300 - 899	Executive Director, Management Operations Staff; Staff Economists Group; Division of Administrative Services; Division of Budget and Finance; Division of Information; Division of Personnel
900 - 1099	Economics and Statistical Analysis Division, Outlook and Situation Board
1100 - 1399	Deputy Administrator, Foreign Agriculture; Development and Trade Analysis Division; Regional Analysis Division
1400 - 1999	Deputy Administrator, SRS; Agricultural Estimates Division, Crop Reporting Board; Field Operations Division
2000 - 2299	Marketing Economics Division
2300 - 2499	Farm Economics Division
2500 - 2699	Standards and Research Division

If additional numbers are required, contact the Division of Budget and Finance.

1/ Numbers assigned are for use during May and June 1961. For the fiscal year 1962 a new Exhibit A will be issued.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 11

Personnel Assignment - Staff Economists Group

The Staff Economists Group announced in Agricultural Economics Circular No. 1 is now fully staffed with the recent addition of the following individual:

Linley E. Juers. . . . . Staff Advisor

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices, ERS, SRS, MOS, and SEG Washington and Field

May 11, 1961

SPECIAL NOTE: Agricultural Economics Circulars Nos. 5, Allotment and Work Plan Code Symbols; 7, Reporting and Maintaining Obligations for May and June 1961; and 10, Letters of Authorization and Amendments were distributed to Division Directors only.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 12

DUE DATE: May 23, 1961

Division Budget Estimates for Fiscal Year 1963 and Outlook for Fiscal Years 1964, 1965, and 1966

This is the time to prepare and submit division budget estimates for fiscal year 1963. This Circular (1) outlines procedural steps and general assumptions for developing the estimates, and (2) requests information on the general outlook for fiscal years 1964, 1965, and 1966.

This Circular is being released before the regular Departmental request for estimates is received to give divisions and staff offices as much time as possible to develop their plans. If the Departmental request contains any unusual aspects not now anticipated, this Circular will be amended, or the information will be made available to you otherwise.

Preparation.

The attachment to this Circular prescribes the procedures to be followed and the materials to be submitted. Divisions and staff offices shall develop the budget estimates for fiscal year 1963 in accordance with the policy and assumptions set forth below. Use the 1962 budget estimates as a basis for developing the estimates for the 1963 program. (When a Bill for fiscal year 1962 is reported out by the House Appropriations Committee, the Division of Budget and Finance (DBF) in consultation with the applicable division or staff office will make any necessary adjustments.)

Due Date and Review Schedule.

Divisions and staff offices (as required in the attachment) shall submit budget estimates for fiscal year 1963 to the DBF by May 23, 1961. After the DBF has analyzed the estimates, reviews will be scheduled with the respective divisions and Deputy Administrators before the estimates are consolidated for the Economic Research Service, the Statistical Reporting Service, and the Management Operations Staff for review by the Administrators, the Executive Director, Management Operations Staff, and the Director, Agricultural Economics. These reviews will be scheduled as soon after May 23 as possible.

Policy and Assumptions for Developing Budget Estimates.

Any proposed budget increases for 1963 or indicated budgetary levels for succeeding years should be carefully evaluated. Consider the needs for Federal expenditures in light of the Nation's need for a sound and forward-looking agricultural economics research and statistical reporting program. Appraise your plans also in relation to the overall budget and fiscal policy of the Government.

The basic fiscal policy contained in the President's recent message to Congress reflects that: (a) apart from any threat to national security, revenue and expenditures should be in balance over the year of the business cycle; (b) Federal programs should contribute to economic growth and maximum employment within a setting of reasonable price stability; (c) our resources should not be wasted on inefficient or undesirable expenditures simply because of a slack in the economy, nor should essential services be denied simply to build up a budgetary surplus; (d) expenditures should not be allowed to rise because of their own momentum without regard to value received, economic conditions, or the possibilities of closing out old activities when initiating new ones; and (e) public funds should continue to be managed prudently so that a dollar's worth of results is obtained for every dollar spent.

In preparing the estimates, it is assumed that:

1 There is a continuing urgent need to emphasize and strengthen Governmental participation in economic and statistical research directed toward the solution of pressing agricultural problems.

2 Omission from the 1962 budget amendments of items submitted does not prejudice or preclude their consideration in the 1963 estimates.

General Outlook for Fiscal Years 1964, 1965, and 1966.

To permit full discussion of long-range budget needs, each division and staff office shall transmit its estimate for 1963 with a memorandum (in an original and four copies), setting forth the general budget outlook for fiscal years 1964, 1965, and 1966. Limit such outlook to consideration of major changes that can be foreseen at this time.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

Attachment

Division Budget Estimates

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XI SUPPLIES OF FORMATS 8

EXHIBIT A - SUMMARY OF INCREASES AND DECREASES FOR BUDGET YEAR 19___

EXHIBIT A-1 - SUMMARY OF PROBLEMS RECOMMENDED BY ADVISORY COMMITTEES AND PROPOSED ACTION THEREON IN RELATION TO BUDGET YEAR 19___

EXHIBIT A-2 - INCREASES PROPOSED FOR WORK IN ADVISORY COMMITTEE FIELDS BUT NOT INCLUDED IN COMMITTEES' RECOMMENDATIONS FOR BUDGET YEAR 19___

EXHIBIT B - SUMMARY OF ADDITIONAL COSTS OF PENDING OR EXPECTED LEGISLATION

Division Budget Estimates

I PURPOSE

This attachment outlines procedures for preparing and submitting estimates to be used in developing the ERS, SRS, and MOS budgets for activities financed from all annual and permanent appropriations. Separate instructions will be issued, as needed, for developing estimates for Trust funds and transfers of funds from other agencies.

II POLICY AND DUE DATES

A Circular will be issued each year to establish policy and due dates for the estimates.

III REVIEW OF ESTIMATES

As soon as possible after receipt of division estimates, the Division of Budget and Finance (DBF) shall arrange to have the estimates reviewed by the appropriate Administrators. Based on this review, a determination will be made of the amount of funds for each activity to be recommended to the Director, Agricultural Economics, for inclusion in the Department estimates.

IV DEFINITION OF TERMS

The following terms designate the years indicated. Use these definitions to determine the appropriate fiscal year to be indicated in the estimates.

Term	Year Indicated
Current year	The present fiscal year
Base year	The fiscal year following current year
Budget year	The year following base year
Budget year + 1, 2, etc. (or BY + 1, 2, etc.)	The year(s) following the budget year as designated by a plus sign and the appropriate digit.

V PLAN FOR PREPARING ESTIMATES

A Formats To Be Used. Four formats are provided (Exhibits A through B, attached) for developing and submitting estimates. Instructions for preparing each of the formats are given in Sections VI through VIII below.

(V A)

1 Use the format of Exhibit A to reflect and explain for the budget year the net increase or decrease, by appropriation and by activity, for program and administrative expenses (appropriated funds only).

2 Use the formats of Exhibits A-1 and A-2 to reflect needs under the mainhead appropriation pursuant to advisory committee reports and recommendations.

3 Use the format of Exhibit B to reflect increased fund requirements resulting from pending or expected legislation.

B Memorandum Covering Other Budget Items. In addition to the estimates required in paragraph A above, submit a memorandum, if necessary, covering any additional budget items that need to be considered in relation to the estimates.

VI EXHIBIT A, SUMMARY OF INCREASES AND DECREASES

A Who Prepares.

1 All divisions shall prepare Exhibit A.

a The program divisions will develop total estimates for all costs by dividing direct program costs by 92 percent. The result will cover not only program activities but also such expenses as the offices of the Administrator and Deputy Administrators, audit, information, and other executive direction and management services, as well as providing for necessary reserves for contingencies.

b If more than one program division is responsible for a project, the division having primary responsibility shall prepare the estimate.

2 The MOS divisions shall develop their estimates in consultation with program divisions planning activities requiring increased or decreased management services. The Exhibit A's for these divisions should also include increases or decreases which may be expected in addition to those provided in program divisions estimates for specific expected program changes. The management divisions shall use appropriate workload statistics as part of the justification for the amounts shown.

B Information Required.

1 The activity shown under the fund on Exhibit A shall be the same as appears in the Explanatory Notes furnished to the appropriations committees for the base year and fund concerned.

(VII)

B Information Required.

1 Exhibit A-1, Summary of Problems Recommended by Advisory Committees and Proposed Action Thereon in Relation to Division Budget Estimates.

a An index of advisory committee recommendations is made available each year to the divisions listed in Section VII A. These divisions shall submit a summary in the format of Exhibit A-1 of the actions proposed on problems marked for their response.

(1) If more than one organizational unit is listed for response to a single problem, the first unit listed is responsible for preparing and submitting a coordinated request. In all such cases, list the amounts separately for each organizational unit shown and identify them by organizational unit initials. Each organizational unit shall, however, request and justify on Exhibit A its share of funds contained in the coordinated request.

(2) Should any of the concerned divisions believe that mistakes have been made in the designation in the Index of the units to respond, they shall discuss the matter with the DBF.

b Prepare Exhibit A-1 as follows. If the amount in any column includes estimates(s) for contracts, enter the amounts applicable to the contract in parentheses immediately below the total estimate. For example: $200,000 (15,000-C).

Column 1. Copy the problem code as shown in the first column of the index.

Column 2. Summarize the problem as shown in the index. Indicate by number(s) the applicable work project(s) involved.

Column 3. Indicate the amount, if any, which is included in the base funds for the base year involving applicable problems shown in column 2. (Exclude any amounts shown in columns 4 and 5.) In general, information to be entered in the column will concern only the "going" program of work in relation to the recommendations for expanded activity.

Column 4. Indicate, wherever applicable, the amount included as an increase in the base year budget estimates to carry on work involving problems listed in column 2.

(VII B 1 b)

Column 5. Indicate the amount, if any, which can be made available to carry on work involving problems listed in column 2 by shifting funds for the base year from other work which will be discontinued, completed, or curtailed. The totals of columns 3, 4, and 5 for any area of work (division, branch, etc.) should in no case exceed the amount budgeted for such area of work.

Column 6. Indicate the amount, if any, which can be made available to carry on work involving problems listed in column 2 by shifting base funds in the budget year from other work which will be discontinued, completed, or curtailed.

Column 7. Indicate the increase required and requested, if any, in the budget year estimates to carry out work involving problems listed in column 2. Support all increases included in this column with justification on Exhibit A.

Column 8. Indicate the increase which would be required, if any, in estimates for budget year +1 in column 2. Any amounts included in columns 4 through 8 for each specific problem are in addition to any amounts shown in preceding columns.

Column 9. Indicate by footnote (i.e., 1/, 2/, etc.) if work on the problem shown in column 2 is not considered desirable or feasible, and explain why in the footnote.

2 Exhibit A-2, Increases Proposed for Work in Advisory Committee But Not Included in Committees' Recommendations.

a Who Prepares. The divisions listed in Section VII A shall use Exhibit A-2 to relate proposed increases for work that falls within the province of an advisory committee but not covered by a recommendation.

b Information Required.

Column 1. Identify the proposal by a brief narrative statement and work project number where applicable. List items in column 1 in order of their priority.

Columns 2 through 7. These columns are comparable to columns 3 through 8 on Exhibit A-1. Complete them in the same manner as indicated in paragraph B 1 b above.

VIII EXHIBIT B, SUMMARY OF ADDITIONAL COSTS OF PENDING OR EXPECTED LEGISLATION

A Who Prepares. All divisions shall use Exhibit B for estimating additional costs in the base year and/or the budget year arising out of pending or expected legislation. It is extremely important that careful attention be given to items to be included under this category. If such items are not included in advance planning, it may be impossible to implement subsequent legislation.

B Information Required. Identify each item on Exhibit B as (1) pending legislation (include legislation now being considered by session); (2) legislation expected to be submitted and enacted during the current session; or (3) proposed legislation for consideration by next session of the Congress (indicate whether pending legislation carries over to the next session or must be resubmitted). Include information for each category as follows:

1 Pending Legislation.

a The number of the House or Senate Bill and its current status,

b A concise statement of the purpose and objective of pending legislation, and

c Amount of additional funds required in the base and budget years to carry out the provisions of the legislation.

2 Legislation Expected To Be Submitted and Enacted During Current Session.

a A concise statement of the purpose and objective of the proposed legislation and the need for and probability of its enactment during the current session;

b Current status of the proposal with respect to clearance by ERS or SRS, the Department, etc.;

c Anticipated date of enactment on which the estimates are based; and

d Annual cost of full-scale operation if a continuing proposal, or the total cost if a one-time project.

(VIII B)

3 Proposed Legislation for Consideration by Next Session of Congress.

a A concise statement of the objectives of legislation to be proposed and the need for its enactment during the next session of Congress. (Include items now pending or in process of submission which are not expected to be enacted at this session of Congress and will, therefore, be carried over or have to be reintroduced);

b The status of any related legislation;

c Current status of the proposal with respect to clearance by ERS or SRS, the Department, etc.;

d Anticipated date of enactment on which the estimates are based; and

e Annual cost of full-scale operation if a continuing proposal, or the total cost if a one-time project.

IX OTHER BUDGET ITEMS

Divisions and staff offices shall prepare memorandums covering additional budget items, if any, which need to be considered. Include in the memorandums such items as the following:

A The need for additional authorization for constructing and altering buildings,

B The need for appropriation language changes,

C The need for additional passenger motor vehicles (not replacements),

D The need for new facilities,

E The need for permanent transfers of funds between budget activities or between appropriations, and

F Any other proposals which should be considered in connection with program planning for the budget year.

X SUBMISSION OF ESTIMATES

A Number of Copies. Divisions and staff offices shall submit the estimates and the memorandums on additional budget items to the DBF in the number of copies indicated below:

Format	Number of Copies
Exhibit A	5
Exhibit A-1	20
Exhibit A-2	20
Exhibit B	5
Memorandum for Other Budget Items	5

B Method of Submission. Do not assemble or staple the Exhibits. Submit the required number of copies for each Exhibit in a group rather than assembling in sets covering all programs.

XI SUPPLIES OF FORMATS

The DBF will furnish supplies of Exhibits A and B to divisions and staff offices. Since the number of copies of Exhibits A-1 and A-2 required will make reproduction necessary, formats will not be furnished.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

Attachments - Exhibits

AGRICULTURAL ECONOMICS CIRCULAR No. 12
Attachment
EXHIBIT A

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics

DIVISION BUDGET ESTIMATES

ADMINISTRATIVELY CONFIDENTIAL

SUMMARY OF INCREASES AND DECREASES FOR BUDGET YEAR 19__

Appropriation_____ Division_____

Activity_____

Explanation		Increase (+) or Decrease (-)
	Amount.....	
	Man-years:	
	Full-time.....	
	All Other..... (PT or WAE)	_____
	Total, Man-years.....	

5-12-61

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics

DIVISION BUDGET ESTIMATES

ADMINISTRATIVELY CONFIDENTIAL

SUMMARY OF PROBLEMS RECOMMENDED BY ADVISORY COMMITTEES
AND PROPOSED ACTION THEREON FOR BUDGET YEAR 19__

Advisory Committee(s) to which applicable: _____

Division: _____

				Recommended Effectuation				
				By Shifting Base Funds Anticipated for F. Y.:		With Increased Funds in F. Y.:		Not Desirable or Feasible
		(Amount)	(Amount)	19__ (Base Year) (Amount)	19__ (Budget Year) (Amount)	19__ (Budget Year) (Amount)	19__ 19__ (BY +1 thru BY+3) (Amount)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics

ADMINISTRATIVELY CONFIDENTIAL

DIVISION BUDGET ESTIMATES

INCREASES PROPOSED FOR WORK IN ADVISORY COMMITTEE FIELDS BUT NOT INCLUDED IN COMMITTEES' RECOMMENDATIONS FOR BUDGET YEAR 19__

Advisory Committee to which applicable: _____ Division: _____

Work For Which Increase Is Proposed (List in order of priority)	Work Included under 19__ Base Funds (Amount)	Increase in 19__ Base Year Estimates (Amount)	Recommended Effectuation: By Shifting Base Funds Anticipated for F. Y.: 19__ (Base Year) (Amount)	19__ (Budget Year) (Amount)	With Increased Funds in F.Y.: 19__ (Budget Year) (Amount)	19__ 19 (BY +1 through BY +3)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

The proposed work listed herein is in addition to that recommended by advisory committees.

AGRICULTURAL ECONOMICS CIRCULAR No. 12
Attachment
EXHIBIT B

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics

DIVISION BUDGET ESTIMATES

ADMINISTRATIVELY CONFIDENTIAL

SUMMARY OF ADDITIONAL COSTS OF PENDING OR EXPECTED LEGISLATION

Appropriation _____ Division _____

Activity _____

Item	Estimated Additional Cost	
	Base Year, 19__	Budget Year, 19__

5-12-61

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 13

Distribution of Salary Checks and U. S. Savings Bonds

I SALARY CHECKS

Agricultural Economics Circular No. 9 stated that transferring agencies would prepare payrolls for both the ERS and SRS for the pay period April 30 through May 13, 1961. These payrolls, however, will be certified for payment by the MOS and, as appropriate, taken into the accounts of ERS and SRS. The salary checks prepared from these payrolls are for delivery to employees on May 25, 1961.

On May 24, 1961, and the day before each pay day thereafter, checks for Washington employees will be distributed by the MOS to divisions and offices for delivery to their employees. To accomplish this, divisions and offices shall inform the Fiscal Branch, Division of Budget and Finance, MOS, in writing, the name of the employee and the alternate, in each division or office designated to pick up salary and travel advance checks and U. S. Savings Bonds. This individual will be notified when and where the pickup will be made.

In the case of field employees checks will be mailed to addresses furnished by transferring agencies in time for delivery to employees on May 25, 1961, and each pay day thereafter.

Employees (WASHINGTON OR FIELD) who desire that their salary checks be mailed directly to their banks should notify the Fiscal Branch, Division of Budget and Finance, MOS, to this effect in writing UNDER THEIR SIGNATURES by the close of business May 18, 1961. Such notification shall identify the employee by name, Division or Office, and Service, and shall authorize the MOS to mail all salary checks due the employee, beginning with the check due May 25, 1961 (or the check due date as specified by the employee), to a bank the complete name and mailing address of which shall be specified by the employee. With respect to powers of attorney furnished banks, it shall be incumbent upon employees to determine that they are in order. It is not necessary to furnish the MOS, Division of Budget and Finance, with copies of powers of attorney.

II U. S. SAVINGS BONDS

For Washington employees U. S. Savings Bonds will be delivered in the same manner as are the employees' salary checks.

For field employees bonds will be mailed to addresses as indicated by mailing lists furnished by transferring offices, either individual employee mailing addresses or to office location.

Employees (WASHINGTON OR FIELD) who desire that their bonds be mailed to some other address should authorize the Fiscal Branch, Division of Budget and Finance, MOS, by May 25, to this effect, in a manner similar to that prescribed for the mailing of employees' salary checks to banks. The authorization should make reference to bonds to be purchased during the pay period May 14 through May 27, 1961 (for delivery June 8, 1961) and thereafter.

Bonds for the pay period ending April 29, 1961, were purchased by the transferring agencies, and delivery of such bonds will be made by the transferring agencies, on or about May 25, 1961. These bonds will be mailed or delivered by the transferring agencies to the addresses and locations established in their files.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 14

Agricultural Economics Promotion Plan

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 14

Agricultural Economics Promotion Plan

I PURPOSE

This Circular (1) establishes an interim promotion plan for Agricultural Economics (Economics Research Service, Statistical Reporting Service, Management Operations Staff, and Staff Economists Group); and (2) sets forth its objectives and policies.

II OBJECTIVES

The objectives of the Agricultural Economics promotion plan are to:

A Assist in obtaining maximum effectiveness in Agricultural Economics operations by assuring best placement of employees according to their capabilities,

B Assist employees in reaching their greatest potential usefulness,

C Make maximum use of special knowledge and skills of employees,

D Provide attractive career opportunities by assuring proper placement of employees, and

E Promote employee morale by providing for consideration of all qualified employees for vacancies to be filled.

III POLICY

It is the policy of the Department of Agriculture and Agricultural Economics to:

A Transfer, promote, and reassign to vacancies in Agricultural Economics persons already in the agency, provided their qualifications are at least equal to those of applicants from other sources. Provisions of this Circular will apply only when it is determined that a position be filled by promotion.

(III)

B Assure that each employee shall have the opportunity for advancement through a sincere and planned effort to place the employee in the work for which he is best suited and in which he will contribute the most.

C Select the best qualified persons available regardless of race, creed, national origin, political affiliations, personal sponsorship, or other extraneous consideration.

IV COVERAGE

A Positions. The Agricultural Economics promotion plan covers promotions to all Agricultural Economics positions in the competitive service except those excluded by Section V, below.

B Employees. The following employees are included in the coverage of the plan:

1 Employees in the competitive service who are eligible for promotion,

2 Employees in excepted positions who have civil service status based upon prior Federal service,

3 Employees selected for training which is required for promotion, and

4 Employees on military furlough.

V EXCLUSIONS FROM THE PROMOTION PLAN

Promotions made under conditions outlined below are excluded from the provisions of the promotion plan.

A Promotions by return to a position or grade from which the employee was demoted without personal cause.

B Promotions effected under and in accordance with agency executive development program or a training and promotion agreement approved by the Civil Service Commission. However, in selecting candidates for these programs or agreements, the promotion plan shall be followed.

C Promotions in exercise of re-employment rights when employee's record shows selection for promotion in absentia (under an approved promotion program after January 1, 1959), or where his former position has been classified upward during his absence.

(V)

D Promotions resulting from upgrading of the employee's position on the basis of additional duties and responsibilities assumed by the employee over a significant period of time as a result of his increased competence or a change in the type of work performed. Upgrading under this provision also covers promotions resulting from the application of new classification standards and promotions resulting from the correction of an original classification error.

E Promotions for a temporary period of 90 days or less.

F Promotions to professional program positions such as economists. statisticians, marketing specialists, social scientists, etc., in grades up to and including the full performance level of GS-11 since such progression is dependent primarily on acquisition of the necessary skills, meeting qualification requirements, and demonstrated research or analytical ability.

G Promotions of employees from acting positions to the full position when selection for the acting position was effected under the promotion plan.

VI QUALIFICATION STANDARDS

The appropriate Civil Service Commission qualification standards for the vacancy shall be applied as a minimum. If there are any qualification requirements over and above the normal Civil Service Commission requirements, they must be submitted to and approved by the Division of Personnel. Additional requirements must be inherent in the job, reasonable, and valid. The Division of Personnel will work with the operating officials in the development of such standards.

VII USE OF CURRENT EMPLOYEE APPRAISALS

Current employee appraisals will remain in effect regardless of the form used. Only those elements on the appraisal form common to all of the employees rated qualified will be considered in the ranking procedure. Any employee with an evaluation over a year old should should be re-rated by his supervisor at the time he becomes a candidate for a specific vacancy to be filled.

VIII AREAS OF CONSIDERATION

Areas of consideration for all employees covered by the promotion plan are given below. An employee will be considred automatically

(VIII)

for promotion within his normal area of consideration. An employee who desires consideration outside of his normal area of consideration must submit a written request through channels to the Division of Personnel.

A Normal Areas of Consideration. The normal areas of consideration for all employees covered by the plan are as follows:

1 Professional Program Positions (statisticians, economists, marketing specialists, social scientists, etc.).

Branch Chiefs and above	-	Agency wide
Departmental and Field	-	Division wide

2 Support Positions (administrative, management, information, etc.). For all divisions the areas of consideration for support positions shall be as follows:

Departmental		-	Agency wide
Field:	GS-7 and below	-	Local commuting area
	GS-9 and above	-	Agency wide

B Extension of Normal Areas of Consideration. The Division of Personnel or a promotion committee may extend the area of consideration in the agency proceedings in sequence to the next larger area whenever there is need for additional candidates to fill a particular vacancy or group of vacancies. Extension of the normal area for any action does not obligate the Division of Personnel or the committee to use the extended area of consideration in filling succeeding vacancies.

IX ADMINISTRATION OF THE PROMOTION PLAN

A Support Positions. Promotions of all employees covered by the plan to support positions will be administered by the Division of Personnel.

B Professional Program Positions. Promotions to professional program positions under the plan will be administered by one or more promotion committees to be established by divisions concerned. The membership and jurisdiction of the committees shall be as follows:

(IX B)

1 Membership of Committee. The membership of a promotion committee shall consist of the Division Director, or his assistant, as chairman, and members of the program staff selected by the Division Director so as to provide maximum coverage of the Division's programs. The Division administrative officer will serve as permanent executive secretary of the committee, but will not be a voting member. Names and titles of the committee members shall be reported to the Division of Personnel within 15 days of the receipt of this Circular.

2 Jurisdiction of Committee. Jurisdiction will be assigned on the basis of job categories, or other groupings of positions. Jurisdiction may not be assigned on a division organizational basis except that a single committee may be established for the entire division.

X GROUPING PROCEDURE FOR PREPARING PROMOTION CERTIFICATE

A The Division of Personnel will list all employees meeting minimum standards for a vacancy including any qualified employee who filed a written request for consideration outside of his normal area of consideration.

B The Division of Personnel or the promotion committee, depending on position jurisdiction, will consider the requirements of the position and place the candidates into two groups (1) those best qualified, and (2) all other qualified.

1 The factors that shall be considered in grouping employees are: appraisals; special job requirements, if any (from division or office with vacancy); experience; training; education; incentive awards; and length of service.

2 The Division of Personnel or a promotion committee may also interview employees under consideration, supervisors who prepared and reviewed employees' appraisals, and the supervisor requesting the certification of candidates for promotion.

C Where the list of qualified and eligible employees contains five names or less the entire list will be certified to the requesting office without further action.

XI PROMOTION CERTIFICATE

If there are any qualified and available employees in the area of consideration who are receiving compensation at saved rates by reason

of demotion without personal cause from the level of the position to be filled, they must be considered prior to all other employees. If the saved rate employee is not promoted, the selecting official must record his reasons in detail. No selection for promotion of other candidates may be made unless the reasons for not selecting a saved rate employee are approved by the Division of Personnel. If that Division approves the reasons, it will prepare a list of qualified employees as set forth in Section X A, above.

A Certification. The Division of Personnel or the appropriate promotion committee will certify the best qualified candidates in alphabetical order to the requesting office. The promotion appraisal forms and the official personnel folders or a background statement, as required, will be made available for review.

B Objection to Certification. The requesting office may object to one or more of the candidates certified. In such a case, the detailed reasons for the objections must be submitted in writing to the Division of Personnel. The Division of Personnel or the appropriate committee, depending on position jurisdiction, will determine the validity of reasons for objections, re-consider its original grouping of employees, and if advisable, order a re-certification against the vacancy.

C Selection. The requesting office shall (1) review the qualifications of the employees certified, (2) consider the candidates certified, and (3) make its selection. The selection shall be limited to one (or more) of the employees certified. The requesting office shall inform the Division of Personnel or the promotion committee of the selection made and return the promotion certificate and supporting papers. SF-52, Request for Personnel Action, shall be prepared in the usual manner and submitted to the Division of Personnel for final approval and execution of the SF-50, Notification of Personnel Action.

XII RELEASE OF EMPLOYEES

Employees selected for promotion shall be released by their supervisors from their present positions promptly, generally not later than ten working days after selection. Employees selected for non-local positions shall be given a reasonable time to transfer.

XIII EMPLOYEE WHO DECLINES POSITION

An employee may decline an offer of promotion. This declination must be in writing from the employee or documented by the selecting supervisor. If an employee declines a position, he will still be eligible for certification in connection with future openings unless he specifically requests in writing that his name be removed from promotion consideration. An employee who makes such a request may at a later date, upon written request, be placed back into promotion consideration.

XIV EMPLOYEE APPEALS

An employee who feels that the Agricultural Economics promotion plan is not being applied in a fair and equitable manner, may appeal to the Director, Division of Personnel, Management Operations Staff. If a procedural defect or error of fact is not corrected by the Division of Personnel when brought to its attention, an employee may file an appeal under the grievance procedure of the Department as outlined in Chapter 45, Title 8, of the Administrative Regulations. (All employees receive a copy of this Chapter at the time they enter on duty.)

XV FOLLOW-UP OF PROMOTIONS

The supervisor of each employee who is promoted under this plan shall check his progress frequently. The Division of Personnel shall also establish a systematic promotion follow-up program. The purpose of such promotion follow-ups is to determine whether a satisfactory placement has resulted, need for training in any weak area, or any other adjustment which may be indicated.

XVI PROMOTION ADVICE AND ASSISTANCE

All employees are encouraged to discuss with their supervisors and their personnel or placement officers their opportunities for advancement. Through discussions with supervisors and personnel officials, the employee can receive guidance and suggestions, which, if followed, may help develop and prepare him to assume the duties of a higher grade position.

XVII PROMOTION INFORMATION AVAILABLE TO EMPLOYEES

Any employee may request and receive information regarding consideration given him in promotion actions. In specific cases, he will be told:

(XVII)

A Whether or not he was found to be qualified.

B Who was selected to fill a vacancy.

C If qualified, which group he was placed in.

D Explanation of nonselection.

XVIII RECORDS

The Division of Personnel or the appropriate promotion committee will be responsible for maintaining the required records for each promotion action. The records will be subject to review by the Civil Service Commission and the Department Office of Personnel. The promotion committee records will also be subject to periodic review by the Division of Personnel. These records shall contain the following:

A Employee appraisal forms;

B Background information on education, experience, publications, honors and awards, professional organizations, employee's interests and availability;

C Qualification standards used in each promotion action;

D Certificates issued and action taken;

E Any appeals or objections submitted;

F Summary of promotion committee findings (to be signed by members attending); and

G Any decisions to extend areas of consideration and how extended.

XIX REVIEW

Operation of this plan by promotion committees shall be subject to periodic review by the Division of Personnel, Department Office of Personnel, and the Civil Service Commission. Operation of this plan by the Division of Personnel shall be subject to periodic review by the Department Office of Personnel and the Civil Service Commission.

XX PUBLICITY

Each employee of Agricultural Economics shall be given a copy of this Circular. Directors of divisions and heads of offices shall make every effort to publicize and explain the promotion plan to employees.

XXI EMPLOYEE CONSULTATION

Employees will be given an opportunity to review and comment on any major amendments to or revision of this interim promotion plan, and employee views will be given full consideration before placing major changes in operation. The Director of the Division of Personnel, MOS, is the point of contact in Agricultural Economics for all suggestions and recommendations to improve this interim plan.

XXII OUTSIDE RECRUITMENT

The provisions of Title 8, Department Regulations, Paragraph 404, shall be observed prior to recruiting personnel outside of the Department of Agriculture.

XXIII EFFECTIVE DATE

All promotions to positions covered by this promotion plan shall be made under the provisions of the plan, beginning May 1, 1961.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 15

Estimates of Fund Requirements

I PURPOSE

This Circular is for use by divisions in ERS, SRS, and MOS in preparing and submitting estimates of salary and administrative expense requirements by fund for fiscal year 1962.

II POLICY

Public funds must be managed prudently to obtain maximum results. No essential service should be denied within the limits of available funds; yet, no activity should be continued unless it can be fully justified. All divisions must seek aggressively to find more efficient ways to perform essential Government services.

III GENERAL

In preparing Fund Requirements for Program Divisions (Form MOS-155), division directors shall carefully review "planned changes" as compared with budget amounts, keeping in mind that, generally, increases over budgeted amounts can be accommodated only by compensating decreases. Therefore, any proposed increases or variations from the budgeted amounts should be fully justified as urgent needs which cannot be postponed until the next year.

In preparing Fund Requirements for Management Operations Staff Divisions (Form MOS-154), division directors shall keep in mind that all operations should be planned in the most efficient way possible. Proposed increases should be closely related to the program increases set forth in the Budget.

Program divisions shall prepare estimates of fund requirements on the basis of programs and funds as provided in the 1962 budget estimate, including budget amendments and as amended by congressional action, if any, plus estimated receipts.

IV USE OF ESTIMATES

Estimates of fund requirements provide the information needed to determine the preliminary distribution of funds available for the operation fo ERS, SRS, and MOS activities. These estimates will be reviewed by the Administrator and staff officials of each Service; by the Executive Director, MOS; and by the Director, Agricultural Economics. Upon approval of estimates, a tentative allocation of funds will be made to each division so that preliminary plans may be made for the fiscal year. After final action by Congress on the appropriation bill, the tentative allocation will be confirmed or revised as necessary. Divisions shall prepare operating budgets in accordance with instructions to be issued at an early date to meet normal operating requirements, such as the monthly financial progress report.

V PREPARATION AND SUBMISSION OF ESTIMATES OF FUND REQUIREMENTS

A Forms To Be Used. Divisions and staff offices shall use the following forms in developing estimates of fund requirements:

Form MOS-2, Statement of Estimated Reimbursements or Receipts.

Form MOS-154, Fund Requirements for Management Operations Staff Divisions, Fiscal Year 19____.

Form MOS-155, Fund Requirements for Program Divisions, Fiscal Year 19____.

Form MOS-157, Apportionment of Fund Requirements for Fiscal Year 19____.

Form MOS-158, Allotment and Work Plan Codes Proposed for Fiscal Year 19____.

B Number of Copies and Submission. Submit each form, except MOS-158, in an original and two copies to the Division of Budget and Finance (DBF). Submit MOS-158 in an original and three copies to DBF.

C Special Tables. The DBF shall prepare two allocation tables for administrative review and approval as follows:

1 Allocation Table No. I shall contain the tentative amounts for all organizational units to which the Executive Director, MOS, makes allocations on behalf of the Director, Agricultural Economics, and the Administrators of the two Services. In addition to the table, a summary

report of those problems which cannot be covered within budgeted amounts, except by adjustments between divisions and activities, shall be prepared for review and determination by the Administrator of the applicable Service, the Executive Director, MOS, and the Director, Agricultural Economics.

2 Allocation Table No. II shall contain preliminary amounts for the Management Operations Staff divisions, the Staff Economists Group, the Offices of the Administrators, and other special items as determined necessary. These preliminary amounts shall be subject to further revision in light of program adjustments.

D Allocation for Salaries and Administrative Expenses. The DBF shall prepare and issue a tentative allocation notifying divisions and staff offices of the amounts available under each fund and activity (including estimated reimbursements or receipts) to finance planned programs during the coming fiscal year. Such tentative allocation shall be based on approved Allocation Table No. I.

VI INFORMATION REQUIRED

The various documents making up the estimates of fund requirements shall contain the information indicated below. Contact the DBF for any assistance necessary in completing the estimates.

A Form MOS-2. Each applicable program division and staff office shall prepare a separate statement of estimated receipts or reimbursements for each fund. These estimates should reflect, as nearly as can be determined, all reimbursements and receipts expected to be realized during the year. Estimates should be as firm and realistic as possible since these amounts are included in the fund availability for allocation purposes.

B Form MOS-154.

1 Use of Form. This form is for use by the Offices of the Administrators, the Management Operations Staff divisions, and the Staff Economics Group.

2 Preparation of Form. This material will be prepared by the Administrative Officer, MOS, in consultation with the pertinent division directors.

a 19__ Availability. The DBF shall enter the amounts. These amounts will consist of the present fiscal year

allotment adjusted, as necessary, for various nonrecurring items. The Administrative Officer, MOS, shall complete the man-year figures.

b 19__ Requirements. After consultation with MOS division directors, the Administrative Officer, MOS, shall enter the proposed man-years and the amounts needed by each division to provide essential staff services for ERS and SRS programs for the coming year. Requirements for the various organizational units shall be shown as follows:

(1) By Fund and Activity.

Administrator of ERS or SRS
Information (special programs)

(2) In Total Without Regard to Fund.

Executive Director, MOS (Immediate Office)
Division of:
- Administrative Services
- Budget and Finance
- Information (regular operations)
- Personnel

Staff Economists Group
Audit functions

c Increase of Decrease. The Administrative Officer, MOS, shall enter changes between proposed requirements and the present fiscal year availability for each division or office. In the event present levels are deemed inadequate, the division director affected shall submit concise and factual justification (in an original and two copies) for the indicated deviations between requirements and availability. Attach the justification to MOS-155. Workload to the greatest extent possible should be the basis for the justification.

C Form MOS-155.

1 Use of Form. This form is for use by all program divisions of ERS and SRS.

(VI C)

2 Preparation of Form.

a Budgeted. The DBF shall enter the preliminary amount budgeted for the coming year which will include estimated reimbursements or receipts. The program division shall enter the estimated man-years which can be financed within the budgeted amount shown.

b Planned Changes. Each program division shall appraise the adequacy of the budgeted amounts in the light of its contemplated programs. Enter the increase or decrease needed, if any, in man-years and amount from the budget to carry out the necessary program level. Submit a separate memorandum, in an original and two copies, explaining fully the planned program and changes from the Budget, if any. The memorandum shall provide complete information as to what the program is, what financing would be required, that could not be met within the amounts budgeted, manpower involved, changes proposed in other work to provide financing, or why it is not possible to meet the problems within the budgeted funds by savings or shifts between projects.

c Total Requirements. Enter the total man-years and amounts required for the coming year.

D Form MOS-157. Program divisions shall enter for each applicable fund, and Management Operations Staff divisions and Staff Economists Group with regard to fund, the estimated distribution, by quarters, of the total fund requirements indicated on MOS-154. Explain, in the column provided, any substantial variation in amounts between quarters by specific reference to the items and the amounts involved, by quarters. Such variations shall include amounts for advances to other agencies, research contracts, seasonal work, or large nonrecurring amounts. If more space is required, attach additional sheets.

E Form MOS-158. The DBF shall prepare this form in consultation with the various administrative officers. Early development of allotment and work plan codes will greatly facilitate payroll and other fiscal operations which are initiated at the beginning of the fiscal year. It is currently planned that allotments will be made to the highest level possible, in most instances to the Administrators. Under this concept, work plans will be made available to division directors, and sub-plans, if needed, beyond this level.

VII PROCUREMENT OF FORMS

Obtain the forms prescribed in this Circular from the Division of Budget and Finance, who will maintain a supply of them.

VIII TIME SCHEDULE

Attachment A reflects the timetable which has been established for your guidance in submitting the various segments of the fund requirements.

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

Attachment

Timetable for Estimates of Fund Requirements, Fiscal Year 1962

	DBF Action Date	Division Due Date for Submission to DBF
Statement of Estimated Reimbursements or Receipts (Form MOS-2) (Prepared by all applicable divisions and offices)	-	6-2-61
Fund Requirements for Management and Operations Staff Divisions (MOS-154)	-	6-2-61
Preparation of Allocation Table No. II	6-12-61	-
Fund Requirements for Program Divisions (MOS-155)	-	6-7-61
Preparation of Allocation Table No. I	6-12-61	-
Apportionment of Fund Requirements (MOS-157)	-	6-7-61
Allotment and Work Plan Codes Proposed (MOS-158)		6-7-61
Allocation for Salaries and Administrative Expenses	6-16-61	-

5-26-61

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 16

Restrictions on the Disclosure of Budget Estimates and Supporting Materials

I GENERAL

Specific regulations restrict the disclosure of budget estimates and supporting materials. The attention of all ERS, SRS, and MOS personnel working with or having access to budgetary data is called to the provisions of this Circular concerning the confidential nature of budgetary data. Some of the Departmental Regulations, and the reasons for them are quoted in Section IV below.

II DISCLOSURES PROHIBITED

Disclosure of budgetary data is prohibited as follows:

A To the Public.

1 Division, agency, and department estimates and all other budget estimates and supporting materials that precede the determination of the President's budget. Budgetary data includes the amount of the proposed appropriation, the language of the appropriation estimate, and any limitations contained within it. Restrictions apply to past and current estimates. Similar restrictions also apply to supplemental and deficiency estimates and budget amendments.

2 The President's budget prior to transmittal to Congress.

3 Data on congressional action on the President's budget and agency material furnished congressional committees in connection with consideration of the budget prior to release by the committee or other congressional agency involved.

SPECIAL NOTE: Agricultural Economics Circulars Nos. 12, Division Budget Estimates for Fiscal Year 1963 and Outlook for Fiscal Years 1964, 1965, and 1960; and 15, Estimates of Fund Requirements were distributed to Division Directors only.

(II)

B To a Member of Congress or His Staff.

1 The budgetary data stated in paragraph A 1 above, unless a direct request is received from a Member of Congress or a member of his staff acting at direction of the Congressman.

2 The President's budget prior to transmittal to the Congress.

III DISCLOSURES PERMITTED

Regulations of the Executive Branch, Department, or ERS, SRS, and MOS do not prohibit making the following budgetary data available.

A The budget estimates and supporting materials, at any stage of preparation of the budget, to other Federal employees of the Executive Branch when they require the information in the performance of their official duties.

B The President's budget after it is made public through formal transmittal to the Congress.

C Data relating to congressional action on the budget, including committee actions and reports, Department comments furnished to the Congress, etc., but only after and to the extent that such data are released to the public by the committees or other congressional agencies. This release is most commonly made through printed bills and reports, and published debate in the Congressional Record.

IV REGULATIONS CONCERNING RESTRICTIONS

The Department Regulations contain information on the restrictions imposed by law and the Budget Bureau (Budget Bureau Circular No. 10) issued by direction of the President. Excerpts from the regulations are quoted below and specific references included for the benefit of those who may have need to cite such material.

A Why Estimates Are Restricted. (6 AR 178a)

"Estimates, in their formative stages, are necessarily tentative. They may be revised several times in the course of their development from original Agency Estimates to the President's Budget estimates; and, prior to the President's final determination, estimates cannot

(IV A)

represent an official position of the Executive Branch. Therefore, it is essential that annual Agency and Department Estimates and supporting materials be considered ADMINISTRATIVELY CONFIDENTIAL and not be disclosed, except on the restricted basis outlined below. Similarly, it is necessary that the President's Budget recommendations not be disclosed until they are transmitted to the Congress. The Bureau of the Budget has issued specific instructions on these points."

B Restrictions on Disclosure of Agency and Department Estimates. (6 AR 178b)

"All budget estimates and supporting materials submitted to the Bureau of the Budget are privileged communications. Their confidential nature must be maintained, since they are the basic data and worksheets in the process by which the President resolves budget problems and arrives at conclusions with respect to his recommendations to the Congress. The head of each agency is responsible for preventing disclosure of such information except on request in formal appropriation hearings and when requested by Members of the Congress in connection with their consideration of the budget after its transmittal."

C Restrictions on Premature Disclosure of Annual Budget Estimates. (6 AR 178c)

"The decisions of the President as to his budget recommendations and estimates are administratively confidential until made public through formal transmittal of the budget to the Congress. The head of each agency is responsible for preventing premature disclosure of such information. This rule does not apply, however, to the presentation of data on the President's budget to the Appropriations Committees, pursuant to arrangements made in specific instances by the Bureau of the Budget, in connection with formal hearings on the budget prior to the actual transmittal of the recommendations of the President."

D Restrictions Also Applicable to Supplemental and Deficiency Estimates and Budget Amendments. (6 AR 178d)

"The above restrictions also apply to supplemental and deficiency estimates and budget amendments and related preparatory and supporting materials."

(IV)

E Confidential Nature of Department Estimates and Budget Allowances. (6 AR 183)

"Budget Bureau regulations provide that any estimates and supporting materials, including appropriation language and limitation proposals, which are submitted to the Budget Bureau are privileged communications and their confidential nature must be maintained. Similarly, budget allowances are privileged information and must be kept ADMINISTRATIVELY CONFIDENTIAL until officially transmitted to Congress. The above restrictions apply also to supplementary and deficiency estimates and budget amendments."

F Restrictions on Premature Disclosure of Annual Budget Estimates. (6 AR 202e)

"The President's Budget recommendations and estimates are ADMINISTRATIVELY CONFIDENTIAL until the Budget is transmitted to Congress."

V ADDITIONAL INFORMATION OR INQUIRIES

The Division of Budget and Finance, MOS, will serve as liaison in providing additional information or answering any specific inquiries arising regarding the application of the requirements contained in this Circular.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 17

Mailing Addresses for New and Reassigned Personnel

Until such time as a standardized mailing code system can be developed for use in distributing or mailing salary checks for all employees, it will be necessary to inform the Fiscal Branch, Division of Budget and Finance, MOS, as to the disposition to be made of salary checks of new and reassigned employees.

Administrative officers or assigned timekeepers shall furnish this information to the Fiscal Branch by memorandum, attached to the first Time and Attendance Report submitted for each new employee; and for each employee with a change in headquarters, or a transfer from one Washington division to another, subsequent to the change of headquarters or transfer. (A change in headquarters includes transfers between Washington and field offices and between field offices.)

For a field employee, the memorandum shall either authorize the Fiscal Branch to mail the employee's salary checks to his officer-in-charge or, if desired, in the case of a one-man station, to that station. In either case, give the complete mailing address of the employee (name, street address, city and zone, and State).

A new or reassigned employee located in Washington, D. C., who prefers that his salary checks be delivered to him shall authorize the Fiscal Branch to forward such checks to his administrative officer, specifying the name of the division and Service (ERS or SRS) involved.

An employee (Washington or field) who desires that his salary checks be mailed direct to his bank should comply with the last paragraph Section I, of Agricultural Economics Circular No. 13, dated May 12, 1961. The required memorandum should also be attached to the employee's initial Time and Attendance Report.

Administrative officers or timekeepers shall place the appropriate allotment code chargeable (work plan or sub-work plan code) on each memorandum and on the related Time and Attendance Report.

Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices, ERS, SRS, MOS, and SEG Washington and Field

June 6, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

superseded by Chapter 1260 AEC Manual 9-21-62

AGRICULTURAL ECONOMICS CIRCULAR No. 18

Standard Organizational Abbreviations

I PURPOSE

This Circular prescribes abbreviated designations for the principal organizational units of the Agricultural Economics.

II ABBREVIATIONS TO BE USED

Identifying abbreviations for principal organizational units in Agricultural Economics are shown below. Abbreviations are not being established for either the Director of Agricultural Economics or Agricultural Economics due to possibility of conflict with other organizational abbreviations. The name Agricultural Economics shall be spelled out when it is necessary to use it.

A The following organizational abbreviations were established by Agricultural Economics Circular No. 3 and are continued in effect:

ERS - Economic Research Service
SRS - Statistical Reporting Service
MOS - Management Operations Staff
SEG - Staff Economists Group

B Principal ERS, SRS, MOS, and SEG organizational units shall have abbreviated designations as follows:

Division or Office	Abbreviation
Statistical Reporting Service (SRS)	
Administrator	SRS ADM
Deputy Administrator	SRS D
Crop Reporting Board	CRB
Agricultural Estimates Division	AES
Field Operations Division	FO
Standards and Research Division	SR

C

Division or Office	Abbreviation
Economic Research Service (ERS)	
Administrator	ERS ADM
Deputy Administrator, Agricultural Economics	ERS DAE
Deputy Administrator, Foreign Economics	ERS DFE
Outlook and Situation Board	OSB
Economic and Statistical Analysis Division	ESA
Marketing Economics Division	ME
Farm Economics Division	FE
Regional Analysis Division	RA
Development and Trade Analysis Division	DTA
Management Operations Staff (MOS)	
Executive Director	MOS Ex Dir
Division of Administrative Services	DAS
Division of Budget and Finance	DBF
Division of Information	DI
Division of Personnel	DP
Staff Economists Group (SEG)	
Staff Advisor	SEG

D Organizational Units Within Division. Divisions may establish abbreviations for their branches when this is desirable. However, such designations must be readily distinguishable from those established for other organizational units in Agricultural Economics.

E Other Agencies of the Department. When it is desirable to use abbreviations for other agencies of the Department, the abbreviations established by the Office of Plant and Operations, as used in the Department's Telephone Directory, shall be used.

III USE OF ABBREVIATIONS

A When To Use. The organizational abbreviations established by this Circular shall be used as follows:

1 In identifying procedural issuances, both overall and those issued by the divisions of ERS, SRS, and MOS for their own use, as prescribed in Agricultural Economics Circular No. 3.

III

2 In referring to organizational units in procefure system issuances and internal correspondence when such units are referred to frequently and when the use of abbreviations is not expected to be confusing.

3 In addressing chain envelopes and other mail within the Department. Such mail should show both "ERS" or "SRS" or "MOS" and the divisional abbreviation.

4 As a prefix in numbering jacketed correspondence originating in the divisions.

B Exceptions. The organizational abbreviations prescribed herein shall not be used in the following instances:

1 For telephone directory listings, which are governed by requirements of the Office of Plant and Operations.

2 In correspondence or reproduced material to be sent outside the Department, unless frequent reference to the organizational unit makes it advisable to use the abbreviation following the first reference to the full title of the unit. "ERS," "SRS," or "MOS" shall not be used as a part of the return address.

3 When the organizational unit is referred to only once in a single communication or precedural issuance.

IV ESTABLISHING ADDITIONAL ORGANIZATIONAL ABBREVIATIONS

It is the responsibility of the Division of Administrative Services to establish needed additional organizational abbreviations for offices at or above the divisional level.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 19

Identification Cards for Agricultural Economics Employees and Abolition of Building Passes

Effective immediately, the Identification Card (Form AD-54) shall be used by Agricultural Economics (ERS, SRS, SEG, and MOS) employees in Washington in lieu of the Employee Building Pass (Form AD-53) for the purpose of gaining admission to Agriculture buildings and identifying Agriculture employees. The employee building pass (AD-53) has been abolished and the Department Regulations are being revised accordingly.

Identification cards (AD-54) which were issued by former agencies and which are nowheld by ERS, SRS, SEG, and MOS employees will have to be replaced to show their new agency designations. Identification cards will be issued by administrative officers to employees in their divisions who request them.

Washington employees shall send their old identification cards and/or building passes to their administrative officers and request new identification cards, if desired.

Field employees shall send their old identification cards to their administrative officers through channels and request new ones, if desired.

Administrative officers shall (1) record identification cards and building passes returned to them and transmit them to the appropriate issuing office (AMS, ARS, or FAS) for release of accountability; and (2) issue new identification cards to their employees, as requested.

Identification cards (AD-54) may be obtained from the Division of Administrative Services, MOS. Administrative officers should request the number estimated necessary for their divisions by memorandum as soon as possible.

Charles F. Kiefer
Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices, ERS, SRS, SEG, and MOS Washington and Field
All Employees

June 19, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 20

Rural Areas Development Program

For the information of field offices particularly, there is attached a copy of a recent press release on the Department's Rural Areas Development Program organization. Eleven agencies of the Department, including both SRS and ERS are included on the Rural Areas Development Board. Our developing role in giving emphasis to area development as an integral part of our regular program is under active consideration. Advice on area development activity, will go forward to you as promptly as possible through regular channels In the meantime, the press release will assist you in keeping abreast of actions being taken on this very vital program.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

DISTRIBUTION: All Divisions and Offices June 23, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE

Washington, June 16, 1961

Secretary Freeman Announces Rural Areas Development Program Organization:

Secretary of Agriculture Orville L. Freeman announced today the assignment of responsibilities within his Department for a greatly expanded program to carry out President Kennedy's directive to proceed at top speed on rural areas development. He also outlined how the program will operate in States and localities.

The Agriculture Department, in its Rural Areas Development Program, combines the existing services of the agencies within the Department with the special features of the Administration's new Area Redevelopment Act as it applies to farming and rural areas.

Secretary Freeman said the Area Redevelopment Act provisions affecting rural areas will become an important tool to aid the nation-wide program to operate more effectively in rural areas of greatest underemployment and low income.

The Secretary established an Office of Rural Areas Development to coordinate all area development activities of the Department. Turley Mace, presently serving as assistant to John A. Baker, Director of Agricultural Credit, heads the newly created office, which will operate under the general policy guidance of the Rural Areas Development Board representing 11 Department of Agriculture agencies.

Secretary Freeman has recommended that State officials and selected non-government leaders form Rural Areas Development Committees to assure effective operation of the program. In some States this will mean creating a new committee; in others, reorganizing the present State Rural Development Committee. State Extension Service Directors have been asked to assist in this process, the Secretary said.

State Rural Areas Development Committees will be responsible for coordinating services and other activities in support of rural development, helping organize local programs, and providing technical aid to localities.

All Department of Agriculture agencies will assist in State and local development programs. Secretary Freeman announced that Rural Areas evelopment Panels are being formed in each State by Departmental field representatives. These panels, which will be chaired by Farmers Home Administration State Directors, will provide technical aid and advice for State Rural Areas Development Committees.

The Rural Electrification Administration is assigned the role of helping State and local groups promote industrial and commercial enterprises.

In localities with organized Rural Areas Development Programs, the Secretary recommended that civic, agricultural, and local government officials take the leadership of the work. Department of Agriculture field employees will also serve on these local groups, but as technical advisors only.

Secretary Freeman called on State Rural Areas Development Committees to help such local groups set up development programs as rapidly as feasible in appropriate economic areas.

Program areas will include one or more contiguous counties, and be based on a common economic interest and natural boundaries.

Rural Development Programs in counties and areas designated for special attention since 1956 will be continued, with some modifications to fit the new pattern. About 300 counties are included in this group.

In his announcement today, Secretary Freeman said that a reorganized and expanded Rural Areas Development Program would also encourage more effective operation of the new Area Redevelopment Act in rural areas.

This Act authorizes loans, grants, technical aid, and other benefits for "distressed" rural and urban areas. The Departments of Agriculture and Commerce are now working out procedures for naming eligible rural areas.

"The Rural Areas Development Program being launched by the Department to stimulate economic expansion of rural communities could be considered more important to the long range future of the nation than any other program now being conducted by the Department," Secretary Freeman said today.

"This well-coordinated approach, with all agencies pitching in to help local folks, could be the weapon to wipe away chronic depression which now enchains many areas and to lift the curse of underemployment which saps the strength of our rural economy in every area."

Secretary Freeman emphasized that the Rural Areas Development Program must be based on the principle of close coordination with local authorities. The initiative must come from States and localities, and the drive to keep up a successful program must be the responsibility of local people, he said.

Each agency represented on the Rural Areas Development Board has been requested to emphasize area development goals in carrying out its regular programs, even though some may not have field representatives on State and local Rural Areas Development Panels.

The following agencies make up the Rural Areas Development Board of the Department:

Agricultural Marketing Service
Agricultural Research Service
Agricultural Stabilization and Conservation Service
Economic Research Service
Farmers Home Administration
Farmer Cooperative Service
Federal Extension Service
Forest Service
Rural Electrification Administration
Soil Conservation Service
Statistical Reporting Service

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
Management Operations Staff
Washington 25, D. C.

June 28, 1961

To: Division Directors and Staff Officers,
ERS, SRS, SEG and MOS

From: Charles F. Kiefer, Executive Director

Subject: Interim Executive Development Plan

The attached Interim Executive Development Plan, Agricultural Economics Circular No. 21, has been approved by the Department and is prescribed for use in Agricultural Economics.

In reviewing the various provisions of this Plan, it is important not to construe them as a substitute for a more comprehensive long-range program for the selection and development of career executives in Agricultural Economics. A long-range program will be developed at a future time on a broader basis of career planning needs at the various levels of technical program administration.

This particular Plan is designed to meet immediate needs as they occur for the training and development of individuals who do not meet the formal qualifications requirements for interchange between the listed series and occupational groups, but who may, by specific and intensive individual training plans, develop the skills and competence required by the positions to which they are reassigned under the Plan.

Attachment

Charles F. Kiefer

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 21

Interim Executive Development Plan for Agricultural Economics

I PURPOSE

This Circular provides for (1) the planned and systematic career development of employees with high potential for management positions; and (2) the most effective placement of such employees in administrative or executive positions. The plan is intended to insure the maintenance of an adequate reserve of career employees to meet the management and executive needs of Agricultural Economics. The plan supplements the Career Development and Promotion Plan presently covered by Agricultural Economics Circular No. 14.

II POLICY

In lieu of requiring an employee of high potential to meet the usual experience and training requirements of the competitive standards at the time of his new assignment, the Agricultural Economics may substitute a tailored plan of training. This plan will be designed to supplement the employee's qualifications so as to qualify him for the position considered.

III RESPONSIBILITIES

A Division of Personnel. The Director of the Division of Personnel is responsible for furnishing staff guidance and evaluation of the program.

B Divisions and Offices. The responsibility for the effective administration of this Executive Development Plan rests with the branch chief and division staff officials, including the immediate supervisor to whom the employee is assigned for guidance and training. This includes all phases of the plan in Section VI, Training.

IV COVERAGE

A Coverage of the program will extend to transfer, reassignment, or promotion of status career or career-conditional employees throughout Agricultural Economics in the categories listed below.

(IV A)

1 From and to positions in the administrative series included in the USDA Executive Development Agreement with the Civil Service Commission as follows:

GS-010 Information and Editorial Series
GS-201 Personnel Administration Series
GS-212 Placement Series
GS-213 Qualification Rating Series
GS-221 Position Classification Series
GS-223 Salary and Wage Administration Series
GS-230 Employee-Management Relations Series
GS-235 Employee Development Series
GS-301 General Clerical and Administrative Series
GS-341 Administrative Assistant and Officer Series
GS-343 Management Analysis Series
GS-344 Management Technician Series
GS-501 General Accounting Clerical and Administrative Series
GS-525 Accounting Technician Series
GS-560 Budget Administration Series
GS-1082 Writing and Editing Series
GS-1083 Technical Writing and Editing Series
GS-1102 Contract and Procurement Series
GS-1531 Statistical Clerical and Administrative Series
GS-1710 Education and Training Series
GS-1810 General Investigating Series
GS-2001 General Supply Series
GS-2020 Purchasing Series

2 From positions in GS-510, Accounting Series, to any of the Administrative fields listed under A 1.

3 From professional, scientific, and technical fields to any of the administrative fields listed under A 1.

4 To positions of Administrative Trainee, GS-341, in grades GS-5 and GS-7, from positions in subprofessional aid series and student trainee series.

B Any subsequent assignment of different series numbers to any of the positions covered will have no effect insofar as continued treatment under the terms of the plan are concerned.

C Other positions may be included in this coverage of mutual letter agreement between the Agricultural Economics, the Department of Agriculture and the Civil Service Commission.

V EVALUATION AND SELECTION FOR TRAINING

A Evaluation Board. The Evaluation Board in Washington, D. C., will evaluate qualifications of candidates, select participants, and appraise the effectiveness of the performance of the trainees in the program throughout Agricultural Economics. The board will consist of three members. Two will be permanent members and one selected as needed from the technical or management divisions to act in individual cases. The two permanent members are the Executive Director of the Management Operations Staff and the Director of the Division of Personnel.

B Standards. The Division of Personnel will establish and maintain agency qualification standards based on agency experience and analysis of the job to be performed. These standards include appropriate Civil Service standards, kind and scope of education, training and/or experience required, leadership ability, or any other special qualifications and personality traits required. This file will be used by the board in its evaluation processes.

C Candidates. Candidates may be nominated by individual supervisors through their division directors. As the program gets under way, the employee appraisal form will become the only nominating vehicle for board consideration.

D Appraisal. Candidates will be initially screened and appraised according to principles outlined in Agricultural Economics Circular No. 14, General Promotion Plan.

E Selection. By consultation with division directors, branch chiefs and supervisors, the Evaluation Board would be furnished a comprehensive knowledge of the candidates' experience, training, past performance, demonstrated interest in the field of work for which they are being considered, general attitude and interest in personal development and any other characteristics which indicate potential. Based on this information, the Evaluation Board will select from among those employees who are:

1 Ready for promotion in their respective fields,

2 Possess the highest potential.

VI TRAINING

A Length of Plan. Training plans will be made for a period of no less than three months, nor longer than one year. The period will be determined by the training need of the individual and the goal of the training plan. The period will be of adequate duration to meet the goal,

which is attainment of full qualifications for the job to which assigned, together with a demonstration of potential to accept even greater responsibility.

B Individual Training Plan. For each employee selected under this program, there will be an individual written training and development plan -- tailored to fit the employee's training needs. The supervisor of the candidate shall work up this plan and submit it to the board for approval. This plan should contain all or part of the functions outlined below. Essentially, training may consist of on-the=job-training and include formal group instructions or other methods.

1 Preliminary Orientation. In some cases, the employee may need preliminary orientation. For this purpose, the six basic areas of subject matter to be covered are:

a The objectives of Agricultural Economics;

b Organization;

c Field offices;

d Obligations, responsibilities, and privileges of Agricultural Economics employees;

e History of crop reporting; and

f Relations with other USDA agencies.

2 Training in duties of the position will cover most of the period involved in the individual's plan of training and will include the following duties where appropriate and applicable. The trainee will be assigned to a supervisor in the line of work he is training for to insure that he:

a Performs assigned duties under close supervision;

b Rotates assignments in other branches, functions, divisions or locations as needed for successful performance of the duties for which he is being trained;

c Participates in appropriate conferences on needed subjects;

d Carries out special committee assignments related to his work;

e Takes regular or special training programs operated by the Civil Service Commission, the Department or the Agricultural Economics that will add to his knowledge in doing the job;

f Develops his own plan of self-improvement which will include self-study, evening courses, home study courses, or reading that will fit into the total training plan to achieve the training objectives; and

g Becomes acquainted with field operations by special provisions in the plan. (This will be necessary where the trainee is not familiar with the field program of Agricultural Economics.)

3 Counseling. An employee of a higher grade than the supervisor and trainee will be designated to be responsible for the trainee's direction and guidance during the course of the training. The counselor will also be responsible for seeing that there is appropriate followup at regular intervals, with changes or amendments in the development plan as needed, and that the training objective is met.

4 Instructional Materials. All major phases of the Agricultural Economics programs are now covered by manuals, handbooks, policy and procedure memorandums, guides, publications, bulletins, training outlines and a great variety of visual aid material. This material is available and will be provided to the trainee as it is needed.

C Progress Reports. Reports by the supervisor in charge are required to appraise the trainee's progress. The selection board and Division of Personnel will critically review such reports and, where necessary, adjust actual training to requirements of the plan. Each report will be filed in the official personnel folder of the employee concerned. Times for submission are as follows:

1 Quarterly reports, when the training period is six months or more; or

2 At least one interim report, when the training period is less than six months.

VII PLACEMENT AND PROMOTION

A Candidates selected under the Executive Development Plan for any of the series listed in Section IV may be placed at the same level or promoted. To be eligible for promotion, candidates must meet one of the two following conditions:

(VII A)

1 Employees who meet the time-in-grade requirements at the time of entry on training may be promoted after evaluation of the first satisfactory progress report.

2 Employees who do not meet the time-in-grade requirement at the time of entry on training cannot be considered for promotion until after

a Meeting the length of time-in-grade requirement, and

b Evaluation of the first satisfactory progress report.

B Candidates who do not complete their assignment in the Executive Development Plan shall be reassigned to their former positions and levels.

VIII INSPECTION AND REVIEW OF THE PLAN'S OPERATION

A Inspection. Actions under this plan will be subject to the regular inspections conducted by the Management Operations Staff, Agricultural Economics, USDA Office of Personnel, and the Civil Service Commission.

B Review. The Director of the Division of Personnel will review this Executive Development Program for adequacy and effectiveness at the end of one year of operation and periodically thereafter.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
Management Operations Staff
Washington 25, D. C.

June 28, 1961

To: Division Directors and Staff Officers,
ERS, SRS, SEG and MOS

From: Charles F. Kiefer, Executive Director

Subject: Interim Executive Development Plan

The attached Interim Executive Development Plan, Agricultural Economics Circular No. 21, has been approved by the Department and is prescribed for use in Agricultural Economics.

In reviewing the various provisions of this Plan, it is important not to construe them as a substitute for a more comprehensive long-range program for the selection and development of career executives in Agricultural Economics. A long-range program will be developed at a future time on a broader basis of career planning needs at the various levels of technical program administration.

This particular Plan is designed to meet immediate needs as they occur for the training and development of individuals who do not meet the formal qualifications requirements for interchange between the listed series and occupational groups, but who may, by specific and intensive individual training plans, develop the skills and competence required by the positions to which they are reassigned under the Plan.

Attachment

Charles F. Kiefer

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 21

Interim Executive Development Plan for Agricultural Economics

I PURPOSE

This Circular provides for (1) the planned and systematic career development of employees with high potential for management positions; and (2) the most effective placement of such employees in administrative or executive positions. The plan is intended to insure the maintenance of an adequate reserve of career employees to meet the management and executive needs of Agricultural Economics. The plan supplements the Career Development and Promotion Plan presently covered by Agricultural Economics Circular No. 14.

II POLICY

In lieu of requiring an employee of high potential to meet the usual experience and training requirements of the competitive standards at the time of his new assignment, the Agricultural Economics may substitute a tailored plan of training. This plan will be designed to supplement the employee's qualifications so as to qualify him for the position considered.

III RESPONSIBILITIES

A Division of Personnel. The Director of the Division of Personnel is responsible for furnishing staff guidance and evaluation of the program.

B Divisions and Offices. The responsibility for the effective administration of this Executive Development Plan rests with the branch chief and division staff officials, including the immediate supervisor to whom the employee is assigned for guidance and training. This includes all phases of the plan in Section VI, Training.

IV COVERAGE

A Coverage of the program will extend to transfer, reassignment, or promotion of status career or career-conditional employees throughout Agricultural Economics in the categories listed below.

(IV A)

1 From and to positions in the administrative series included in the USDA Executive Development Agreement with the Civil Service Commission as follows:

GS-010 Information and Editorial Series
GS-201 Personnel Administration Series
GS-212 Placement Series
GS-213 Qualification Rating Series
GS-221 Position Classification Series
GS-223 Salary and Wage Administration Series
GS-230 Employee-Management Relations Series
GS-235 Employee Development Series
GS-301 General Clerical and Administrative Series
GS-341 Administrative Assistant and Officer Series
GS-343 Management Analysis Series
GS-344 Management Technician Series
GS-501 General Accounting Clerical and Administrative Series
GS-525 Accounting Technician Series
GS-560 Budget Administration Series
GS-1082 Writing and Editing Series
GS-1083 Technical Writing and Editing Series
GS-1102 Contract and Procurement Series
GS-1531 Statistical Clerical and Administrative Series
GS-1710 Education and Training Series
GS-1810 General Investigating Series
GS-2001 General Supply Series
GS-2020 Purchasing Series

2 From positions in GS-510, Accounting Series, to any of the Administrative fields listed under A 1.

3 From professional, scientific, and technical fields to any of the administrative fields listed under A 1.

4 To positions of Administrative Trainee, GS-341, in grades GS-5 and GS-7, from positions in subprofessional aid series and student trainee series.

B Any subsequent assignment of different series numbers to any of the positions covered will have no effect insofar as continued treatment under the terms of the plan are concerned.

C Other positions may be included in this coverage of mutual letter agreement between the Agricultural Economics, the Department of Agriculture and the Civil Service Commission.

V EVALUATION AND SELECTION FOR TRAINING

A Evaluation Board. The Evaluation Board in Washington, D. C., will evaluate qualifications of candidates, select participants, and appraise the effectiveness of the performance of the trainees in the program throughout Agricultural Economics. The board will consist of three members. Two will be permanent members and one selected as needed from the technical or management divisions to act in individual cases. The two permanent members are the Executive Director of the Management Operations Staff and the Director of the Division of Personnel.

B Standards. The Division of Personnel will establish and maintain agency qualification standards based on agency experience and analysis of the job to be performed. These standards include appropriate Civil Service standards, kind and scope of education, training and/or experience required, leadership ability, or any other special qualifications and personality traits required. This file will be used by the board in its evaluation processes.

C Candidates. Candidates may be nominated by individual supervisors through their division directors. As the program gets under way, the employee appraisal form will become the only nominating vehicle for board consideration.

D Appraisal. Candidates will be initially screened and appraised according to principles outlined in Agricultural Economics Circular No. 14, General Promotion Plan.

E Selection. By consultation with division directors, branch chiefs and supervisors, the Evaluation Board would be furnished a comprehensive knowledge of the candidates' experience, training, past performance, demonstrated interest in the field of work for which they are being considered, general attitude and interest in personal development and any other characteristics which indicate potential. Based on this information, the Evaluation Board will select from among those employees who are:

1 Ready for promotion in their respective fields,

2 Possess the highest potential.

VI TRAINING

A Length of Plan. Training plans will be made for a period of no less than three months, nor longer than one year. The period will be determined by the training need of the individual and the goal of the training plan. The period will be of adequate duration to meet the goal,

(VI A)

which is attainment of full qualifications for the job to which assigned, together with a demonstration of potential to accept even greater responsibility.

B Individual Training Plan. For each employee selected under this program, there will be an individual written training and development plan -- tailored to fit the employee's training needs. The supervisor of the candidate shall work up this plan and submit it to the board for approval. This plan should contain all or part of the functions outlined below. Essentially, training may consist of on-the=job-training and include formal group instructions or other methods.

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Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 22

General Authorization

This Circular amends Agricultural Economics Circular No. 6, dated May 1, 1961. Effective July 1, 1961, until further notice, Agricultural Economics will adopt AMS Instruction 106-2, General Authorization, dated 6-15-61, as the delegation of authority within Agricultural Economics for (1) authorizing and approving travel and the incurrence of necessary travel and station expenses, and (2) certain other administrative authorities necessary for carrying out authorized programs and activities. An Agricultural Economics Circular will be issued soon to set forth the policies and general authorizations for Agricultural Economics.

Exhibit A of the cited Instruction will constitute the travel authority under which all travel except that for which an individual travel authorization is required will be performed. Exhibit B of the Instruction sets forth maximum per diem and mileage allowances.

The existing individual Exhibits A and C applicable to each ERS, SRS, and MOS organizational unit issued with Circular No. 6 remain in effect until revised. Wherever reference is made to "authorities listed in Section VI of AMS Instruction 106-2," the Section number should be changed to "VII." References to Exhibit A should be changed to "Exhibit B."

Each division director or staff officer shall review the existing authority for his division or office and submit requests for necessary revision, if any, or approval of existing authority as soon as possible, but not later than July 21.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices

June 28, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 23

Withholding of State Income Tax - Missouri and Oklahoma

Agreements have been concluded between the Secretary of the Treasury and the States of Missouri and Oklahoma which provide for the withholding of Missouri and Oklahoma State income taxes from the compensation of Federal employees whose regular place of employment is within either of these States, whether they are residents or nonresidents of the States. Both States require that taxes be withheld from wages paid on and after July 1, 1961. However, the agreements were not received in sufficient time to permit withholding of State income taxes from salary checks for the pay period June 11 - 24, 1961, due July 6, 1961. Therefore, withholdings will be made as explained below.

Missouri

Since exemptions under Missouri law differ from those under Federal law, each employee whose regular place of employment is within the State of Missouri must obtain and complete the Missouri "Employee's Withholding Exemption Certificate" as soon as possible and send to:

USDA-MOS (ERS-SRS)
P. O. Box 7267 - Apex Station
Washington 4, D. C.

Obtain the certificate from:

Department of Revenue
Withholding Tax Section
P. O. Box 999
Jefferson City, Missouri

It is most important that the certificate be submitted as soon as possible as the Fiscal Branch, Division of Budget and Finance, must have the information to determine the amount of State income tax that must be withheld, beginning with the pay period June 11 - 24, 1961, due July 6, 1961. Dependent upon the date of receipt of the certificate, an amount sufficient to cover pay periods involved will be withheld for pay periods beginning with the June 11 - 24 period. This amount will be withheld from the first salary check processed after determination of State income tax to be withheld.

Oklahoma

The Oklahoma agreement states that the present rate of Oklahoma income tax withholding is five percent (5%) of the amount withheld for Federal income tax purposes. Therefore, no Oklahoma "Employee's Withholding Exemption Certificate" is required to be submitted to USDA-MOS (ERS-SRS). For employees whose regular place of employment is within the State of Oklahoma, State income taxes will be withheld from their salary checks for the pay period June 25 - July 8, 1961, due July 20, 1961, for that pay period and for the June 11 - 24 pay period.

Charles F. Kiefer

Charles F. Kiefer
Acting Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 24

Obligation Control System for Appropriations and Funds

I PURPOSE

This Circular (1) establishes a centralized obligation system for appropriations and funds made available to the Economic Research Service, Statistical Reporting Service, Management Operations Staff, and Staff Economists Group; and (2) outlines the policy, and establishes responsibilities for controlling and reporting obligations within approved apportionments, appropriations, and allotments.

II DISTRIBUTION AND APPLICATION

This Circular is distributed only to division directors and staff officers; however, it is applicable to all allottees and work plan recipients. Division directors and staff officers, therefore, shall bring its provisions to the attention of field offices affected. Extra copies are available in the Division of Administrative Services, MOS, for necessary further distribution.

III GENERAL

A Provisions of this Circular apply to all divisions and offices with the exception of the Field Operations Division , SRS, State offices. Plans for the inclusion of the State offices will be developed as soon as practicable. Until such time, those State offices shall continue to operate under the procedure currently in effect in those offices.

B This Circular will be revised prior to establishment of a formal system of procedures for Agricultural Economics. A companion Circular setting forth the object classes as prescribed by the Bureau of the Budget Circular A-12 will be issued for use of all concerned.

IV OBLIGATION CONTROL SYSTEM

The obligation system established is required by Section 3679, Revised Statutes, amended by Section 1211 (Public Law 759, 81st Congress); and

(IV)

the Administrative Regulations of the Department. The system is designed to control obligations within the amounts specified within the apportionments, appropriations, and allotments.

A Effective July 1, 1961, the Fiscal Branch, Division of Budget and Finance (DBF), MOS, shall be responsible for maintaining official obligations, by object class, for ERS, SRS, MOS, and SEG.

B Although the Fiscal Branch, DBF, is designated as the official custodian of obligation records and documents, administrative officers of divisions and offices should maintain informal information records as to their financial status at all times. These information records should provide a basis for supplying interim information to division directors and staff officers, and a reasonable verification without duplication of the allotment ledger sheets and any related status reports which the Fiscal Branch will send to each division and office monthly. Proposed guidelines for the maintenance of informal data will be issued at a later date. Until such time, procedures currently used should be continued.

C To the extent that obligations are reported on a financial project basis, and where other activity classifications are established, it will be necessary to develop either a quarterly or annual reporting system for distributing these obligations by the work project or activity. A Circular on this subject will be developed and issued in the near future.

V LEGISLATIVE REQUIREMENTS

The appropriations and funds of ERS and SRS are subject to requirements of certain public laws as explained below.

A Section 1311, Public Law 663, 83d Congress requires that:

1 No amount shall be recorded as an obligation unless it is supported by documentary evidence such as, (a) a binding agreement, (b) a valid loan agreement, (c) an order required by law, (d) a grant or subsidy, (e) an order issued pursuant to law, (f) action reflecting employment or services of a person or orders or forms reflecting expenses of travel, (g) documents establishing liability which may result from pending litigation or any other legal liability of the United States against the funds legally available therefor.

(V A)

2 Reports prepared as of June 30 must be supported by documents and records evidencing the amounts reported as obligations by object classification, and bear a certification indicating that the obligation amounts reported represent all known valid obligations and are supported by documentary evidence. These certified reports and related records must be maintained in a manner so as to facilitate audit and reconciliation.

B Section 1211, Public Law 759, 81st Congress requires that:

1 Obligations or allotments in excess of availability shall not be authorized or incurred by allottees unless specifically authorized by law.

2 Contracts or other obligations for payment of funds for any purpose cannot be made in advance of an appropriation made for such a purpose unless such a contract or obligation is specifically authorized.

3 No voluntary services or employment of personal services may be accepted in excess of authorized law except in emergencies involving human life or the protection of property.

VI REPORTING VIOLATIONS

Any violation of any legislative provision in Section V above shall be reported by the Division of Budget and Finance. This office shall investigate the incident and prepare a report for submission to the President and the Congress as may be required by Administrative Regulations of the Department, and to the appropriate Administrator of ERS or SRS, and to the Executive Director, MOS.

VII METHOD OF ESTABLISHING AND RECORDING OBLIGATIONS

The method by which obligations are to be established and recorded is set forth in Exhibit A to this Circular, attached.

VIII SUPPLY OF FORMS

An initial supply of Forms MOS-19, Distribution of Payroll Vouchers and Obligations, and MOS-25, Notice of Miscellaneous Obligations, prescribed

(VIII)

in Exhibit A, will be sent to the administrative officer of each division and office. Additional forms may be obtained from the Division of Administrative Services, MOS.

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

Method of Establishing and Recording Obligations

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Method of Establishing and Recording Obligations

I GENERAL

This Exhibit sets forth the actual operations for establishing obligations. Note that under certain circumstances documents will be initiated in Fiscal Branch, Division of Budget and Finance (DBF), whereas in other instances it will be necessary for the division or office concerned to initiate action. In these instances, work plan and sub-work plan recipients should bear in mind that the allotment ledger is closed four working days before the end of a month, and obligation documents received in the Fiscal Branch after that cut-off time will not be reflected in the allotment ledger until the following month. Expenditures are discussed by activity rather than by specific object classification involved.

II PAYROLL

Form MOS-19, Distribution of Payroll Vouchers and Obligations, shall be used for establishing payroll obligations. Separate forms shall be prepared for full-time or other employees with fixed tours of duty, and WAE employees, as shown below.

A Full-Time Employees or Other Employees With Fixed Tours of Duty.

1 Initial Obligations. The Reports and Reconciliation Unit (subsequently referred to as the Reports Unit), Fiscal Branch, DBF, shall prepare payroll obligations for full-time or other employees with fixed tours of duty, other than WAE's for each calendar month. That unit shall furnish copies of the monthly MOS-19's marked "posted" for each work plan or sub-work plan to the administrative officer of each division or office by the first work day of the month, or as soon thereafter as practicable, for which the obligation is being established. The administrative officer shall make distribution to sub-work plan recipients, as necessary.

2 Supplemental Obligations. Upon receipt of the MOS-19 prepared by the Reports Unit the work plan or sub-work plan recipient shall prepare supplemental MOS-19's to increase or decrease the monthly obligation in instances where it is known that program activity will increase or decrease to such an extent that the obligations should be adjusted. In such instances, prepare the MOS-19 with the same number as the initial obligation prepared by the Reports Unit, suffixed by the word "supplement." Send this

(II A 2)

MOS-19 to the Fiscal Branch by the third workday of the month, or as soon thereafter as practicable. One copy shall be marked "posted" by the Reports Unit and returned to the originating office. Shifts of employees between funds may also be requested by memorandum. In such instances, the Fiscal Branch shall prepare and process in the usual manner the necessary MOS-19's to increase or decrease obligations.

3 Amount of Obligation. The formula for use in computing the amount of the monthly obligation is as follows: Multiply one-tenth of the new normal for the pay period ending on or prior to the 25th of the preceding month by the number of work days in the current month, and to the product thus obtained add an amount developed by applying a predetermined percentage of the product. The factor, to be furnished by divisions and offices, is for the purpose of insuring that obligations will be in a sufficient amount to cover periodic step increases, overtime and holiday pay, new employees, etc. Periodically, the predetermined percentage shall be evaluated with the appropriate division or office as to modifications for future use.

4 Liquidation of Obligation. MOS-19's shall be liquidated by the Reports Unit by appropriate payroll allotment work plan and sub-work plan summaries. Balances of obligations shall also be liquidated by the Reports Unit at the time allotment summaries are available for final payrolls applicable to the MOS-19's.

5 Numbering MOS-19's. Forms MOS-19 applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with the number 1000 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letter "P." (For example, the first MOS-19 for Division of Administrative Services would be numbered "DAS-P-1000.")

B WAE Employees. The work plan or sub-work plan recipient, as appropriate, shall prepare payroll obligations for WAE employees for each calendar month. Send two copies of MOS-19 to the Fiscal Branch by the first workday of the month, or as soon thereafter as practicable. The Reports Unit shall return one copy of the MOS-19 marked"posted" to the originating office.

1 Amount of Obligation. Determine the amount of the obligation on the basis of knowledge of the work plan or sub-work plan, as appropriate.

2 Liquidation of Obligation. The Reports Unit shall liquidate the obligations by appropriate payroll allotment summaries. Balances of obligations shall also be liquidated by the Reports Unit at the time allotment summaries are available for payrolls applicable to the MOS-19, or at the latest, 30 days after conclusion of the month, unless notified otherwise by the work plan or sub-work plan recipient.

(II B)

3 Numbering MOS-19's. MOS-19's applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with the number 1 for each fiscal year, preceded by the abbreviation of the division of office concerned and the letter "P." (For example, the first MOS-19 for the Division of Administrative Services would be numbered "DAS-P-1.")

III GOVERNMENT CONTRIBUTION FOR FICA, INSURANCE, RETIREMENT, AND HEALTH BENEFITS PROGRAM

The Reports Unit shall prepare and establish obligations for employer's contribution to FICA (social security), Civil Service retirement fund, Civil Service employees' life insurance fund, and FEHBA (health benefits program) for each calendar month. The obligations shall be liquidated by the Reports Unit on the basis of appropriate allotment summaries. Copies of applicable MOS-19's marked "posted" shall be furnished for each work plan and/or sub-work plan to the administrative officer of the division or office concerned by the first workday of the month, or as soon thereafter as practicable, for which the obligation is being established. The administrative officer shall make distribution to sub-work plan recipients, as necessary.

A Amount of Obligation. The formula for use in determining the amount of the obligation is as follows:

1 FICA, Retirement, and Insurance. Multiply one-tenth of the employer's contribution as shown on the allotment summaries for the last full payroll processed in the month prior to that for which the obligation is being established, times the number of days in the month for which the obligation is being established, and to the product thus obtained add an amount obtained by applying a predetermined percentage (factor furnished by divisions and offices for use in computing obligations for full-time employees) to the product.

2 FEHBA. Multiply one-tenth of the full amount of the employer's contribution as shown on the FEHBA summary for the last full payroll processed in the month prior to that for which the obligation is being established, times the number of days in the month for which the obligation is being established, and to the product thus obtained add an amount obtained by applying a predetermined percentage (factor furnished by divisions and offices for use in computing obligations for full-time employees) to the product.

(III)

B Numbering MOS-19's. MOS-19's applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with the number 1000 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letter "D." (For example, the first MOS-19 for the Division of Administrative Services would be numbered "DAS-D-1000.")

IV SEPARATION PAYMENTS

The Reports Unit shall prepare and establish obligations for accrued leave requiring lump-sum leave payments pertaining to terminations, retirement, death, military furlough, and separations and transfers and other separation payments. Forms MOS-25, Notice of Miscellaneous Obligations, shall be prepared by the Reports Unit immediately upon receipt from the division or office concerned of one copy of SF-52, Request for Personnel Action, pertaining to each separation. A copy of the applicable MOS-25 marked "posted" shall be furnished for each work plan and/or sub-work plan to the administrative officer of the division or office concerned. The administrative officer shall make distribution to sub-work plan recipients, as necessary.

A Date and Amount of Obligation. The entire obligation for the separation payment should be established for the month in which, as indicated by SF-52, the action will occur.

B Numbering MOS-25's. MOS-25's applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with the number 1000 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letter "L." (For example, the first MOS-25 for the Division of Administrative Services would be numbered "DAS-L-1000.")

V TRAVEL

A Blanket Obligations. Form MOS-25, Notice of Miscellaneous Obligation, shall be used for establishing obligations for each calendar month for travel expenses for all employees (except those traveling under Form AD-202, Authorization - Travel) traveling under general authority (either AMS Instruction 106-2, or amendments promulgated by Agricultural Economics). Each work plan or sub-work plan recipient shall prepare two copies of MOS-25 each month and send them to the Fiscal Branch by the first workday of the month, or as soon thereafter as practicable. The Reports Unit shall return one copy marked "posted" to the originating office.

1 Amount of Obligation. At the beginning of each month each work plan and sub-work plan recipient shall estimate the total amount

(V A 1)

required for the month for travel expenses (including rental of vehicles or other items) for each employee traveling under his jurisdiction. A record shall be retained by him in support of his MOS-25 for the month. Only the total amount thus obtained shall appear on the MOS-25 submitted to the Fiscal Branch.

2 Liquidation of Obligation.

a Vouchers received which involve travel performed in the prior month shall be charged to the prior month's obligation.

b Vouchers received which involve travel performed during the current month shall be charged to the current month's obligation.

c Once each week and again at the monthly allotment ledger cut-off, Transportation Requests (TR's) shall be sorted by work plan and sub-work plan and posted (showing the TR number, period of travel, and the amount of each TR) to the appropriate work plan or sub-work plan blanket obligation in such a manner as to reserve (not liquidate) the amount of the blanket obligation (representative of the amount of the TR's) for payment of carrier bills only. Such obligations shall remain in the accounts as long as the appropriations are available for expenditure purposes. To facilitate payment of carrier bills each TR shall have the appropriate obligation number marked thereon.

d Before the allotment ledger cut-off each month (four working days prior to the end of each month) the unliquidated amount of the prior month's MOS-25's, except for the amount of unpaid TR's, shall be liquidated.

e If a travel voucher is received involving travel performed in a prior month for which the obligation has been liquidated or reserved, the voucher shall be coded "NPO" (not previously obligated). The administrative officer of the division or office concerned shall be informed of the delayed payment by memorandum setting forth the name of the employee, the amount of the voucher, work plan or sub-work plan charged, and the period covered. The administrative officer shall make distribution to sub-work recipients, as necessary.

f If the travel voucher received in subparagraph e above has TR's attached, an obligation shall be established and posted to the allotment accounts. The MOS-25 shall bear the same number as the original

(V A 2 f)

MOS-25 blanket obligation, but shall be suffixed by the word "supplement." A copy of the MOS-25 marked "posted" shall be forwarded immediately to the administrative officer of the division or office concerned by memorandum setting forth the circumstances requiring the obligation. The administrative officer shall make distribution to the sub-work plan recipients, as necessary.

3 Numbering MOS-25's. Form MOS-25, applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with the number 1 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letter "T." (For example the first MOS-25 for Division of Administrative Services would be numbered "DAS-T-1.")

B Obligations for Travel Performed Under A-202. In every instance of issuance of AD-202, Authorization - Travel, this form shall be used as the obligating document in establishing the obligation for the related anticipated travel expense. Forward two copies of AD-202 immediately upon issuance to the Fiscal Branch, who will retain both copies. One copy shall serve as the obligating document - the other copy shall be used in conjunction with the audit for payment of the related travel expense voucher.

1 Amount of Obligation. The originating office shall estimate the cost (including costs of TR's) of the anticipated travel in each instance, and show the amount on the AD-202.

2 Liquidation of Obligation. When a travel voucher is received applicable thereto,it shall be charged to the appropriate AD-202. The Reports Unit shall also liquidate any amount remaining after amounts for TR's have been reserved. Amounts of TR's used in conjunction with travel vouchers charged to AD-202 shall be reserved for payment of carrier bills in the same manner as prescribed for TR's used in conjunction with travel performed under blanket obligations (see Section V A 2 c).

3 Numbering AD-202's. AD-202's shall be numbered as prescribed by Agricultural Economics Circular No. 29, Letters of Authorization and Amendments.

VI CHANGE OF HEADQUARTERS

Form AD-202 shall be used by the Reports Unit as the obligating document in establishing individual obligations to (1) cover the expenses of the employee's travel for the purpose of changing headquarters, (2) the cost of transportation of the employee's family in changing official station, and (3) expenses incurred in the movement of the employee's household goods. Immediately upon

(VI)

receipt, AD-202 shall be used to obligate funds to cover expenses of the employee's travel for the purpose of changing headquarters. However, with respect to the cost of transportation of the employee's family and expenses incurred with respect to the movement of his household goods, obligations on the part of the Government do not arise until the date travel of each member of the family is initiated, and the date the employee actually moves his household goods. Therefore, obligations for such amounts, as shown on AD-202, shall be made by the Reports Unit (using AD-202) upon receipt by the Fiscal Branch of a memorandum from the originating office indicating the month(s) during which travel of the employee's family and movement of his household goods will take place. Forward three copies of AD-202 to the Fiscal Branch immediately upon issuance. One copy shall be used for obligating purposes, one copy shall support the contingent liability established in the General Ledger, and the remaining copy shall be for use in conjunction with the audit for payment of the related expense vouchers.

A Amount of Obligation. The originating office shall estimate the cost (including the costs of TR's) involved in the employee's change of headquarters and show individual amounts on the AD-202 for each of the following:

1 Estimated cost of employee's travel.

2 Estimated cost of transportation for employee's family.

3 Estimated cost of movement of employee's household goods.

B Liquidation of Obligation.

1 When a voucher is received applicable thereto, it shall be charged to the appropriate AD-202. Amounts of obligations remaining after amounts for TR's have been reserved shall also be liquidated by the Reports Unit. The Reports Unit shall also liquidate the amount of the obligation remaining after payment for movement of household goods has been made. Prior to liquidating obligations for household effects, or travel of immediate family, divisional clearance shall be obtained to assure that these constitute final payment.

(VI B)

2 Amounts of TR's used in conjunction with employee's and his family's travel vouchers charged to AD-202 shall be reserved for payment of carrier bills in the same manner as prescribed for TR's used in conjunction with travel performed under blanket obligations (see Section V A 2 c).

3 Numbering AD-202's. AD-202's shall be numbered as prescribed by Agricultural Economics Circular No. 22, Letters of Authorization and Amendments.

VII RENTS, COMMUNICATIONS, UTILITIES, GARAGE, STORAGE, ETC.

A Contractual. Individual contract audit cards shall be established for each documented agreement such as formal or informal contracts, purchase orders issued to procure continuing services whether with or without a formal contract, or memorandums in lieu of purchase orders issued to authorize such services not under contract. These cards shall be posted in the Fiscal Branch to reflect changes in service or costs and to reflect payment. The Reports Unit shall prepare MOS-25 each calendar month for each contractual service. Copies of the monthly MOS-25's marked "posted" shall be furnished for each sub-work plan or work plan to the administrative officer of the division or office concerned by the first workday of the month, or as soon thereafter as practicable, for which the obligation is being established. The administrative officer shall make distribution to the sub-work plan recipient, as necessary.

1 Amount of Obligation. The amount of obligation shall be established from the contract audit cards.

2 Liquidation of Obligation. Vouchers received applicable thereto shall be charged to the appropriate MOS-25. Amounts remaining after such vouchers are charged to the obligation shall also be liquidated by the Reports Unit. Necessary clearance of outstanding balances, if required, shall be obtained by the Reports Unit from the appropriate division or the Division of Administrative Services.

3 Numbering MOS-25's. MOS-25's applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with

(VII A 3)

the number 1000 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letter "C." (For example, the first MOS-25 for the Division of Administrative Services would be numbered "DAS-C-1000.")

B Noncontractual. The Reports Unit shall prepare MOS-25's each calendar month for each noncontractual communication and other similar service. Copies of the monthly MOS-25's marked "posted" shall be furnished for each sub-work plan or work plan to the administrative officer of the division or office concerned as soon after the first workday of the month as practicable for which the obligation is being established. The administrative officer shall make distribution to the sub-work plan recipient, as necessary. No MOS-25's shall be established for noncontractual rents, utilities, garage, storage, etc., inasmuch as such obligations, if necessary, shall be established by Form AD-38, Purchase Order.

1 Amount of Obligation. The amount of obligation shall be based on the previous month's expenditures. However, supplemental MOS-25 shall be prepared by work plan or sub-work plan recipients as appropriate (upon receipt of the MOS-25 prepared by the Reports Unit) to increase or decrease the monthly obligation if it is known or expected that such expenses will be abnormally high or low in the coming month. The MOS-25 so prepared shall bear the same number as the MOS-25 prepared by the Reports Unit and shall be suffixed by the word "supplement." Send supplemental MOS-25's to the Fiscal Branch as soon as practicable after receipt of the MOS-25. One copy marked "posted" shall be returned to the originating office.

2 Liquidation of Obligation. Vouchers received applicable thereto shall be charged to the appropriate MOS-25. Amounts remaining after such vouchers are charged to the obligation shall also be liquidated by the Reports Unit. The Reports Unit shall age the transactions and clear with appropriate divisions or offices, if necessary.

3 Numbering MOS-25's. The MOS-25 applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with the number 1000 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letters "NC" (noncontractual). (For example, the first MOS-25 for the Division of Administrative Services would be numbered "DAS-NC-1000.")

VIII FREIGHT AND EXPRESS CHARGES

U. S. Government Bill of Lading, SF-1103-A, shall be used as the obligating document to cover freight and express charges. The work plan or sub-work plan recipient shall submit one copy of SF-1103-A to the Reports Unit. The Reports Unit shall post to the allotment account and file the SF-1103-A numerically by work plan or sub-work plan, as appropriate. When the carrier's bill is received, the SF-1103-A shall be removed from the file and attached to the office copy of the voucher.

A Amount of Obligation. The amount of the obligation shall be determined by the issuing office.

B Liquidation of Obligation. The Reports Unit shall use the carrier's bill to liquidate the obligation, and also liquidate any balance remaining after processing the carrier's bill.

C Numbering SF-1103-A's. The SF-1103's shall be numbered by the issuing office.

IX AUTOMOBILE OPERATION AND MAINTENANCE

The work plan or sub-work plan recipient shall establish obligations each month for estimated expenses for the operation and maintenance of each Government-owned vehicle on MOS-25. Divisions shall estimate use of GSA motor pool vehicles and prepare MOS-25 accordingly. Send the Fiscal Branch two copies of MOS-25 by the first workday of the month, or as soon thereafter as practicable. The Reports Unit shall return one copy marked "posted" to the originating office.

A Amount of Obligation. At the beginning of each month each work plan and sub-work plan recipient shall estimate the total amount required for the month for expenses for each Government-owned vehicle under his jurisdiction. The estimate shall include anticipated expenses such as, gasoline, oil, tires, batteries, etc. A record shall be retained by the work plan or sub-work plan recipient in support of his MOS-25 for the month. Only the total amount thus obtained shall appear on the MOS-25 submitted to the Fiscal Branch.

B Liquidation of Obligation.

1 Vouchers received expenses of which are incurred in the prior months shall be charged to the prior months' obligations.

2 Vouchers received expenses of which are incurred in the current month shall be charged to the current month's obligation.

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3 Before the allotment ledger cut-off each month (four working days prior to the end of each month) the unliquidated amount of the prior months' MOS-25's shall be considered for liquidation. Generally, obligations shall be continued for a minimum of three months.

4 If a voucher is received involving expenses incurred in a prior month for which the obligation has been liquidated, the voucher shall be coded "NPO" (not previously obligated). The administrative officer of the division or office concerned shall be informed of the delayed payment by memorandum. The administrative officer shall inform the sub-work plan recipients, as necessary.

C Numbering MOS-25's. MOS-25's applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with the number 1 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letter "A." (For example, the first MOS-25 for the Division of Administrative Services would be numbered "DAS-A-1.")

X PROCUREMENT, MISCELLANEOUS

The forms listed below, as well as any memorandums of understanding or agreements, shall be used to establish obligations for procurement of supplies, materials, equipment, services, etc.[1] The work plan or sub-work plan recipient, or appropriate office where applicable, shall forward two copies of the applicable form to the Fiscal Branch immediately upon issuance, with the exception of memorandums of understanding or other agreements, of which only one copy is needed. One copy of the forms shall be used by the Reports Unit for obligating purposes. The other copy shall be used in conjunction with the audit for payment of the related expense vouchers. In the case of memorandums of understanding or other agreements, the Reports Unit shall prepare a copy of MOS-25 and forward it marked "posted" to the administrative officer of the division or office concerned. The administrative officer shall inform the sub-work plan recipient, as necessary.

1/ In those instances where authority to make local purchases is granted, it will be necessary to estimate the amount of such purchases for the month under consideration and indicate on MOS-25.

(X)

SF-44	Purchase Order, Invoice, Voucher
SF-145	Order for Telephone Service
GSA-1354	Job Order
AD-14	Request for Supplies, Equipment or Services
AD-38	Purchase Order
AD-73	Request for Art and Graphic Service
AD-78	Request for Printing and Binding
AD-271	Request for Photographic Service
AD-270	Request for Reproduction Service
AD-274	Reproduction Sheet and Requisition
AD-273	Order for New/Additions to Mailing Codes
AD-281	Request and Authorization for Outside Training
MOS-106	Reimbursements Between Agencies
MOS-214	Request for Supplies, Equipment or Services
GPO-3019	Printing and Reproduction Service Requisition

When Forms AD-14 and MOS-214 are used as obligating documents, amounts shown thereon shall be sufficient to cover the cost of (1) supplies, equipment, or services requested; and (2) expense incurred as a result of bills of lading issued by GSA in connection with the request. Likewise, Form AD-38 issued by the Division of Administrative Services, MOS, upon receipt of Form AD-14 or MOS-214, shall be in amounts as will cover both type expenses. Certain of the above forms precipitate issuance of another form to accomplish the service. In such instances, the Reports Unit shall determine the adequacy of the obligation or possible duplication.

(X)

A Amount of Obligation. The amount of obligation shall be determined by the issuing office.

B Liquidation of Obligation. Vouchers received applicable thereto shall be charged to the appropriate obligation. The Reports Unit shall also liquidate any amounts remaining after such vouchers are charged to the obligation. Necessary clearance of outstanding blanaces, if required, shall be obtained from the appropriate division or office.

C Numbering Forms. The applicable forms shall be numbered by the issuing office in accordance with existing instructions. Forms MOS-25 necessary for memorandums of understanding or other agreements shall be numbered beginning with the number 1000 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letter "M." (For example, the first MOS-25 for the Division of Administrative Services would be numbered "DAS-M-1000.")

XI POSTAGE AND MAILING

At the beginning of each fiscal year the Division of Administrative Services shall furnish the Fiscal Branch a listing showing the amounts that are applicable to each work plan and sub-work plan. At the beginning of each month the Reports Unit shall prepare MOS-25 in one-twelfth of the amount shown on the DAS list for each work plan and sub-work plan. One copy of each MOS-25 marked "posted" shall be furnished for each work plan and sub-work plan to the administrative officer of the division or office concerned by the first workday of the month or as soon thereafter as practicable, for which the obligation is being established. The administrative officer shall make distribution to sub-work plan recipients, as necessary.

A Amount of Obligation. The amount of obligation shall be one-twelfth of the amount shown on the DAS list.

B Liquidation of Obligation. Form SF-1166, Voucher and Schedule of Payments, payable to the Post Office Department, shall be processed by the Fiscal Branch at the conclusion of each quarter (for the entire quarter) to liquidate the obligation.

(XI)

C Numbering MOS-25's. MOS-25's applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with the number 1000 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letter "S." (For example, the first MOS-25 for Division of Administrative Services would be numbered "DAS-S-1000.")

XII EMPLOYEE AWARDS

Two copies of approved Forms AD-287-2, Approval and Certification of Cash Awards, shall be forwarded to the Director, Division of Budget and Finance, enclosed in a sealed envelope marked "AWARDS - CONFIDENTIAL." One copy of the form shall be used by the Reports Unit as the basis for establishing MOS-25, but information as to the name of the employee shall not appear on the document. One copy of each MOS-25 marked "posted" shall be furnished for each work plan and sub-work plan to the administrative officer of the division or office concerned. The administrative officer shall make distribution to sub-work plan recipients, as necessary.

A Amount of Obligation. The amount of the obligation shall be the total approved amount shown on the AD-287-2.

B Liquidation of Obligation. SF-1166, Voucher and Schedule of Payments, showing "Supplemental - Cash Award" shall be used to liquidate the obligation.

C Numbering MOS-25's. MOS-25's applicable to each work plan or sub-work plan shall be numbered consecutively, beginning with the number 1000 for each fiscal year, preceded by the abbreviation of the division or office concerned and the letter "A." (For example, the first MOS-25 for the Division of Administrative Services would be numbered "DAS-A-1000.")

XIII OTHER OBLIGATIONS

For obligations other than those provided for, use the space "Other" on Form MOS-25, and explain in "Remarks" space. Use the "Other" space on the form for items not specifically listed on the form, such as, freight rates, awards, etc.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 25

Time and Attendance Reports
Allotment or Work Plan Codes
Pay Period Ending July 8, 1961

As stated in Agricultural Economics Circular No. 3, dated April 18, 1961, Section III B 1, AMS Instructions shall be utilized for carrying out the administrative operations of ERS, SRS, and MOS until permanent procedure issuances can be disseminated for the new agencies. The purpose of this Circular is to call attention to the provision of AMS Instruction 445-1, Rev. 2, Section VII B 5, which provides for entering the allotment or work plan code from which salary is to be paid on the first time and attendance report for each employee for a new fiscal year.

It is essential that the 1962 fiscal year allotment or work plan code be shown on each time and attendance report submitted to the Fiscal Branch, Division of Budget and Finance, for the pay period beginning June 25 and ending July 8, 1961. Although this is a split pay period and includes working days in both Fiscal Year 1961 and Fiscal Year 1962, it will be necessary to show the Fiscal Year 1962 allotment or work plan code. The first week of the pay period will, of course, be charged against Fiscal Year 1961 funds, and the second week of the pay period will be charged against the new Fiscal Year 1962 funds.

Charles F. Kiefer
Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices June 28, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 26

Funds and Limitation Codes for Fiscal Year 1962

This Circular amends Agricultural Economics Circular No. 5, Allotment and Work Plan Code Symbols, dated April 27, 1961, by giving funds and limitation codes for Fiscal Year 1962, attached. The funds and limitation codes given in Attachment 1 of Circular No. 5 should not be used for any Fiscal Year 1962 expenditures.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

DISTRIBUTION: All Divisions and Offices June 28, 1961

FUNDS AND LIMITATION CODES FISCAL YEAR 1962

Type of Fund	Code	Fund and Limitation
Annual Appripriations	01-E	Salaries and Expenses, ERS
	01-S	Salaries and Expenses, SRS
	02	Salaries and Expenses, ERS Special Study on Price Spread between Farmer and Consumer (All Other)
	03	Special Study on Foreign Competition on U. S. Agricultural Products
	04	Special Study on Price Spread between Farmer and Consumer (Contracts)
	05-E	Salaries and Expenses, ERS, Other Research Contracts
	05-S	Salaries and Expenses, SRS, Other Research Contracts
Advances from Other Agencies in the Department of Agriculture	22	Transfer Account - Soil Conservation Service - Watershed Protection
	23	Removal of Surplus Agricultural Commodities (Section 32)
Advances from Other Departments	30	Transfer Account - International Cooperation Administration - Domestic Program Expenses
	31	Transfer Account - International Cooperation Administration - Administrative Expenses
Trust Account	40	Miscellaneous Contributed Funds

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 27

Establishment of Accident Review Board

I PURPOSE

To designate members of the Accident Review Board to review accident cases involving Agricultural Economics employees in Washington and in the Field in accordance with AMS Instruction No. 371-2, Review of Accidents.

II ACCIDENT REVIEW BOARD

The Agricultural Economics Accident Review Board is composed of the following members who have been named by the Directors of their respective Divisions:

Darrell F. Peters, Division of Administrative Services
Warren E. Rabbitt, Division of Budget and Finance
Walter R. Maher, Division of Personnel

Mr. Maher is hereby designated as Chairman.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: Division Directors and Administrative Officers

June 28, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 28

Agricultural Economics Correspondence - Washington, D. C.

I PURPOSE

The U. S. Government Correspondence Manual has been issued to heads of agencies, and will soon be distributed to key personnel within Agricultural Economics. To standardize correspondence creation and flow in accordance with the new manual, the following guidelines are established.

II MEMORANDUMS

A Use and Stationery. Use Optional Form 10 (formerly SF-64), size 8 x 10½, for all correspondence between units of the ERS, SRS, SEG, MOS, and other Department of Agriculture agencies, including memorandums for the files. Always use this form except for the most formal correspondence with other Government agencies.

B Copies Required. Yellow carbon copies properly filed under the subject-numeric filing system constitute the only official record of outgoing correspondence. This applies to both official division files and the MOS central files. Include and attach to the official carbon copies, the original of the incoming memorandum that gives rise to outgoing correspondence. Copies required are as follows:

1 One-Page Memorandum.

a Original - Optional Form 10, 8 x 10½, white (to addressee).

b File copy - yellow manifold (to files, official record copy).

c Name file - pink manifold (required by MOS central files, optional for division files).

d Reader files within office of origin - white manifold.

e Additional copies as indicated by nature of correspondence - white manifold.

2 Two or More Pages. Make the same number of copies as for the one-page memorandum.

a Second and succeeding page originals - plain white bond.

b Other copies - white, yellow, pink manifold etc., as required, to match other first-page copies.

C Format.

1 One-Page Memorandum. Begin the body at least two lines below the "Subject" line. Begin each paragraph flush with the left margin.

2 Two or More Pages. On second and succeeding pages type the page number four lines from the top of the page, flush with the right margin. Continue the body of the memorandum two lines below the page number. Allow side margins of one inch and bottom margins of at least one inch.

3 Signature. Have the memorandum signed or initialed at the end of the memorandum. If the name is not shown in the "From" line, type the name four lines below the last line of the body of the memorandum, beginning at the middle of the page.

III LETTERS

A Use. Use letters only for correspondence with addressees outside the Government and for formal correspondence with officials of Federal agencies.

B Stationery. Select stationery as shown below.

(III B)

Letter and Copies	First Page	Succeeding Pages
Usual letter	letterhead bond	plain bond
Bulky airmail letter	letterhead 1/ manifold	white manifold
Courtesy	letterhead 1/ manifold	white manifold
Official file	yellow manifold	yellow manifold
Name file (required by MOS central files, optional for division files)	pink manifold	pink manifold
Other	white manifold	white manifold

C Copy Requirements. Make the official file copy (yellow manifold) the first or second carbon so it can be easily read. Prepare a courtesy copy for a Member of Congress or for an addressee who has indicated a need for a copy. Courtesy copies must accompany a letter to a member of the Supreme Court or to a top official at the White House. Keep other carbons to a minimum.

IV SECRETARY'S CORRESPONDENCE (JACKETED)

A Deadline for Replies.

1 Congressional Mail. Jacketed congressional correspondence must be answered within three workdays after it is received by the answering office. If a full reply is not possible, an acknowledgment or interim reply must be made within that time.

2 Non-Congressional Jacketed Correspondence. Jacketed non-congressional correspondence for signature in the Office of the Secretary must be answered within three workdays after it is received by the answering office. If a full reply is not possible, an acknowledgment or interim reply must be made within that time.

1/ Use letterhead manifold, if available. If not, use plain manifold and type in the letterhead.

(IV)

B Copy Requirements.

1 In addition to the yellow copy (and to the pink copy - optional for divisional files), prepare the following copies:

a One salmon and one white manifold (for Secretary's Records Section),

b One blue carbon manifold (for Agricultural Economics mailroom jacket control purposes), and

c If congressional mail, extra white carbon for the Executive Assistant to the Secretary.

2 Send the above copies along with the pink jacket when the reply is routed to the Secretary's Records Section.

C Jacket Control Locations.

1 The Central Jacket Control of the ERS,SRS,SEG, and MOS is in the MOS mailroom. Call there for numbers and related information.

2 The Division Jacket Control is in each division director's office.

V CORRESPONDENCE TO, FROM, AND WITHIN MOS

A ERS and SRS Correspondence To MOS

1 ERS and SRS correspondence to the Executive Director, MOS, shall be prepared for the signatures of ERS and SRS division directors and above.

2 ERS and SRS branch chiefs and above may address routine correspondence of non-policy nature to the MOS division or branch chief concerned.

B Correspondence From MOS.

1 Non-routine correspondence to the Administrators or division directors of ERS and SRS shall be prepared for the signatures of MOS division directors and above, but no higher than the signature of the Executive Director, MOS, unless he signifies otherwise.

(V B)

2 Non-routine correspondence to the public and to Federal agencies outside the Agricultural Economics shall be prepared for signatures of MOS division directors and above, but no higher than the signature of the Executive Director, MOS, unless he signifies otherwise.

3 Routine communications to ERS and SRS, to the public, or to other Federal agencies, may be signed by MOS branch chiefs and above, and by individuals authorized by their division director.

C Correspondence Within MOS.

1 Correspondence to the Executive Director, MOS, from MOS divisions shall be prepared for the signatures of MOS division directors.

2 Non-routine correspondence addressed to other MOS division directors shall be prepared for the signatures of MOS division directors.

3 MOS branch chiefs and individuals authorized by their division director may exchange routine correspondence of a non-policy nature with MOS division directors and MOS branch chiefs.

VI MATERIAL CLASSIFIED FOR SECURITY PURPOSES

The "Records Security Regulations" of the Department govern the handling of materials classified TOP SECRET, SECRET, or CONFIDENTIAL because they contain information affecting our national security. The State Department's classification of LIMITED OFFICIAL USE or OFFICIAL USE ONLY must be treated as CONFIDENTIAL material. Secretaries who are authorized to handle classified material are provided a copy of "Records Security Regulations." They should consult this publication, supplemental agency instructions, or their agency records security officer regarding any question on handling classified material.

VII SPECIAL COMMUNICATIONS AND DOCUMENTS

Refer to Chapter X of the Department Correspondence Manual[2/] for the rules governing the preparation and handling of the following documents:

A Secretary's Memorandums

B Administrative Regulations

C Legislative reports

D Federal Register publications and unpublished dockets

2/ When the Department has issued its supplement to the U. S. Correspondence Manual, refer to it for the items A thru D above.

VIII FOREIGN CORRESPONDENCE

Prepare the usual yellow and pink manifold as required for the memorandums and letters above. When preparing replies for signature in the Office of the Secretary, observe also the requirements for salmon, white, and blue manifold copies in Section IV above. Detailed requirements on foreign correspondence are presently found in the Chapter VIII of the Department Correspondence Manual.3/

Charles F. Kiefer
Executive Director
Management Operations Staff

3/ When the Department has issued its supplement to the new U. S. C Correspondence Manual, refer to it for such detail.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 29

Letters of Authorization and Amendments

I GENERAL

This Circular supersedes Agricultural Economics Circular No. 10, dated May 8, 1961. As set forth in Agricultural Economics Circular No. 22, dated June 28, 1961, Agricultural Economics will use AMS Instruction 106-2, General Authorization, Exhibit A, as the travel authorization under which all travel will be performed, except in those travel situations (e.g. change of official station, foreign travel, etc.) still requiring issuance of individual travel authorizations (Form AD-202, Authorization - Travel). When an individual travel authorization must be issued, as indicated in the applicable portions of AMS Instruction 106-2, divisions and staff offices shall be responsible for issuing and numbering each letter of authorization or amendment thereto, chargeable to an allotment account under their jurisdiction. The numbering and distribution shall be accomplished as set forth below.

II NUMBERING LETTERS OF AUTHORIZATION

A Original Letters of Authorization (Form AD-202).

1 Number each LA consecutively, beginning with the first number of the series of numbers assigned to the division or office concerned. (See Exhibit A attached for such numbers.)

2 Prefix the LA number by the fiscal year identification (the last digit of the fiscal year involved), e.g., "2" for fiscal year 1962. For example: LA's issued by the Marketing Economics Division would be numbered in the following manner: 2-100, 2-101, 2-102, etc.

B Amendments to Letters of Authorization (Form AD-206). Number each amendment by using the complete serial number of the original LA, followed by a capital letter assigned in alphabetical sequence, e.g., 2-100A, 2-100B, 2-100C, etc.

III NUMBER OF COPIES AND DISTRIBUTION

A Number of Copies.

1 Prepare Forms AD-202 (AD-204, Authorization - General, for cooperatively controlled employees, where applicable), and AD-206 in a minimum of an original and three copies, with the exception of Field Operations Division, SRS, State offices who shall prepare a minimum of an original and two copies.

2 A fourth copy is necessary in those cases where approval of the Director of Finance or Office of the Secretary is required.

B Distribution. Distribute IA's as follows:

1 The original form to the traveler.

2 One copy for the authorizing official.

3 Two copies to the Division of Budget and Finance, with the exception of Field Operations Division, SRS, State offices who need send only one copy to DBF.

4 One copy to the Department Office of Budget and Finance or the Office of the Secretary, as required.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

Numbers To Be Assigned to Letters of Authorization 1/

1 - 99	Economic and Statistical Analysis Division; Outlook and Situation Board
100 - 199	Marketing Economics Division
200 - 299	Development and Trade Analysis Division; Regional Analysis Division
300 - 399	Farm Economics Division
400 - 449	Agriculture Estimates Division
450 - 499	Crop Reporting Board
500 - 549	Field Operations Division
550 - 599	Standards and Research Division
600 - 699	Staff Economists Group; Office of the Administrator, ERS; Office of the Administrator, SRS; Deputy Administrator - Agricultural Economics, ERS; Deputy Administrator - Foreign Agriculture, ERS; Management Operations Staff - Division of Administrative Services; Division of Budget and Finance; Division of Information; Division of Personnel

If additional numbers are required, contact the Division of Budget and Finance.

1/ Numbers assigned are for use in fiscal year 1962.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 30

Use of Telegraphic Facilities

I PURPOSE

This Instruction (1) set forth Agricultural Economics policy and authority for the use of telegraph facilities; (2) describes the types of telegraph services available; and (3) prescribes procedures for the use of such facilities.

II POLICY

Wire communications may be used for official business by Agricultural Economics employees, including ERS, SRS, SEG, and MOS when the situation requires a faster means of communication than any type of mail service affords; and in preference to telephone, when a written record is essential or desireable. Send messages by GSA teletypewriter facilities, unless the service desired can be obtained only from Western Union. In such cases, request the most economical Western Union service suitable for the particular message.

III TYPES OF TELEGRAPH SYSTEMS AVAILABLE

The telegraph systems available are (1) the teletypewriter system of the General Services Administration (referred to as the Public Buildings Service (PBS) system, and (2) the commercial facilities of Western Union.

A PBS System. The PBS system provides direct wire service to more than 60 cities on its network. These cities are shown on the map attached as Exhibit A. PBS also provides service to cities not on this regular network by relaying messages, usually through commercial or other facilities.

1 Straight Messages. Messages addressed to the cities on the PBS network are straight messages. Messages filed before the late afternoon peakload are generally transmitted in 20 minutes or less. However, messages that need preferential handling should be marked "PRIORITY-URGENT".

DISTRIBUTION: All Divisions and Offices

2 Refile Messages.

a General. Refile messages are those addressed to points not on the PBS network which are relayed by PBS. Almost any place in the United States, Canada, Mexico, or overseas can be reached through the refile service. Such messages are sent by PBS to its network station nearest the point of destination, and there refiled with Western Union or other facility for delivery to destination. An example of a refile message is one addressed to Eugene, Oreg., but send over the PBS system to Portland, Oreg., and referred by PBS in Portland to Western Union for delivery to Eugene.

b Messages to Alaska, Hawaii, and Puerto Rico. Messages to Alaska, Hawaii, and Puerto Rico are sent over the PBS system and refiled over military facilities for delivery to destination.

3 Return Refile Messages.

a Return refile messages are those sent by telephone or Western Union to the nearest PBS network station for refiling over the PBS system and delivery to destination. The originator of the message prepays the telephone or Western Union portion of the charge for handling the return refile.

b For information on return refile messages from outside the former 48 United States, contact the Division of Administratives Services, Records and Communications Branch.

4 Book Messages. Book messages, which are identical messages sent to more than one addressee, may be sent through the PBS system.

B Western Union. If Western Union is to be used, determine which service best meets your needs. All collect messages sent to private individuals or organizations must be sent by Western Union. Western Union offers the following services:

1 Straight telegrams have precedence over all other types of Western Union messages, either day or night. They are the fastest type of service which Western Union provides, and are ordinarily delivered within an hour. Western Union uses this service unless one of the types shown below is specified.

(III B)

2 Day letters are cheaper than straight telegrams of more than 25 words, and they are usually delivered within two hours. A minimum charge for 50 words is made for day letters.

3 Night letters cost less than any other type of commercial service. They are accepted at any time during the day and up to 2 a.m. for delivery the morning of the next business day.

4 Book messages may be sent as straight telegrams, day letters, or night letters.

IV EFFECT OF TIME ZONES ON MESSAGES SENT TO WASHINGTON, D. C.

A The Department's telegraph office in Washington closes at 6:30 p.m. The following table indicates, by class of service, the latest time messages addressed to the Department may be filed in the various time zones for delivery the same day:

	P.S.T. p.m.	M.S.T. p.m.	C.S.T. p.m.	E.S.T. p.m.
Straight telegrams (PBS or Western Union)	1:30	2:30	3:30	4:30
Day Letters	12 noon	1	2	3

B Messages filed too late for delivery on the same day are transmitted upon receipt to be ready at their destinations for delivery at opening time on the next day of business.

V HOURS FOR TRANSMITTING MESSAGES

A Department's Telegraph Office. The Department's telegraph office in Washington, D. C., will accept messages for transmission from 8 a.m. to 6:30 p.m., Monday through Friday (except holidays).

B PBS Stations. The hours of operation of the PBS stations are shown in Exhibit B, attached.

VI USE OF PBS SYSTEM

A Cost

1 Straight Messages. PBS makes a minimum charge of only slightly over 13 cents for 11 words (one line) for messages to cities on its network regardless of destination. Western Union's minimum charges for 15 words in a straight telegram and for 50 words in a day or night letter are considerably higher. Messages by PBS to Alaska, Hawaii, and Puerto Rico are charged at the straight-message rate of slightly over 1 cent a word.

2 Refiles and Return Refiles. Although an additional charge is made for refile and return refile messages, the total cost is often considerably less than when all-commercial service is used. To determine the best and most economical service, costs of the refile and return refile services should be compared with those of the all-commercial service. For comparative costs or other information which will help determine whether to use refiles or return refiles or whether to use all-commercial facilities, field offices should consult the nearest PBS facility; Washington offices should consult the Division of Administrative Services, Records and Communications Branch.

B Delivery Service. PBS generally communicates messages by telephone, although some of its stations deliver messages to Government offices located close to the PBS facility. PBS also transmits messages to private individuals or firms located on its network, but does not provide personal messenger delivery service.

1 When PBS communicates a message to an addressee by telephone, a confirmation copy is sent to the addressee. If it is necessary for the addressee to have an immediate copy of the transmitted message (as in the case of a message sent by refile to a private individual or firm in connection with a purchase offer or acceptance of a bid), do not use the PBS system.

2 When PBS accepts a message by telephone, the sender is furnished a confirmation copy of the transmitted message. It is not necessary for the sender of the message to send a copy of the message to PBS.

VII PREPARATION OF MESSAGES

Refer to the U. S. Government Manual, Part 1, Telegrams, for details of form to use, addressing, punctuations, signature and other general information.

VIII BILLING

A Allotment or Work Plan Code and Billing Category.

1 Enter the appropriate charge information in the "Accounting Classification" block of SF-14 (or in a conspicuous place at the top of the message if SF-14 is not used). If the message is phoned in, be sure to furnish charge information.

a Messages Originating in Washington and Sent Through Department's Telegraph Office.

(1) For PBS messages enter the billing category of the division or office to be charged (see subparagraph 2 below).

(2) For Western Union messages enter the allotment or work plan code (or "Collect" if message is to be sent collect).

b Messages Originating in the Field.

(1) For PBS messages enter the billing category of the division to be charged (see subparagraph 2 below).

(2) For Western Union messages enter the name of the division to be charged (or "Collect" if message is to be sent collect).

2 Billing Categories for GSA Telegraphic Services

Division or Office To Be Charged	Billing Category
Statistical Reporting Service	A-SRS
Agricultural Estimates	A-SRE
Crop Reporting Board	A-SRC
Field Operations	A-SRF
Standards and Research	A-SRS
Economic Research Service	A-ERS
Development and Trade Analysis	A-ERS
Farm Economics	A-ERF
Economic and Statistical Analysis	A-ERS
Marketing Economics	A-ERS
Outlook and Situation Board	A-ERS
Regional Analysis	A-ERS
All Divisions and Offices not Listed Above	A-MOS

IX DESIGNATION OF SERVICE

At the top of the "Message To Be Transmitted" block (or in a conspicuous place at the top of the message if SF-14 is not used), enter the service desired; i.e., PBS or Western Union. If no service is specified, messages sent from Washington will be sent by PBS, if practicable.

A If the message is to be sent by Western Union, also indicate whether straight telegram, day letter, or night letter is desired. Messages filed without any type of service specified are transmitted and charged for as straight telegrams.

B If the confidential nature of a message, the time factor, or other condition makes it necessary to send a message from Washington directly by commercial telegraph, indicate "Western Union Only."

C If priority precedence in dispatch is desired, indicate this prominently above the message.

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

PBS RAPID WRITTEN COMMUNICATIONS SYSTEM

ALPHABETICAL LISTING OF CITIES SERVED*

Aberdeen, S. Dak.
Albany, N. Y.
Albuquerque, N. M.
Atlanta, Georgia
Austin, Texas
Baltimore, Maryland
Berkeley, Calif.
Birmingham, Alabama
Boise, Idaho
Boston, Mass.
Buffalo, New York
Burlington, Vermont
Charleston, W. Va.
Chicago, Illinois
Cincinnati, Ohio
Cleveland, Ohio
Columbia, S. C.
Columbus, Ohio
Dallas, Texas
Denver, Colorado
Des Moines, Iowa
Detroit, Michigan
Duluth, Minn.
El Paso, Texas
Fort Worth, Texas
Hartford, Conn.
Helena, Montana
Houston, Texas
Indianapolis, Ind.
Jacksonville, Fla.
Kansas City, Mo.
Lincoln, Nebraska
Little Rock, Ark.
Los Angeles, Calif.
Louisville, Kentucky
Memphis, Tennessee
Miami, Florida
Milwaukee, Wisconsin
Minneapolis, Minn.
Nashville, Tenn.
New Orleans, La.
New York, New York
Nogales, Ariz.
Oklahoma City, Okla.
Omaha, Nebraska
Philadelphia, Pa.
Phoenix, Arizona
Pittsburgh, Pa.
Portland, Maine
Portland, Oregon
Providence, R. I.
Raleigh, N. C.
Richmond, Va.
Sacramento, Calif.
St. Louis, Missouri
Salt Lake City, Utah
San Antonio, Texas
San Diego, Calif.
San Francisco, Calif.
Seattle, Washington
Spokane, Washington
Springfield, Illinois
Syracuse, New York
Tucson, Arizona
Tulsa, Oklahoma
Washington, D. C.
Wichita, Kansas

AGRICULTURAL ECONOMICS CIRCULAR No. 30
EXHIBIT A

OPERATING HOURS OF PBS STATIONS

LOCATION OF STATION	HOURS OF OPERATION					
	Local Time and Zone Designation			Time Converted to Eastern Standard Time		
	a.m.	p.m.	Zone	a.m.		p.m.
Aberdeen, S. Dak.	8	- 5	CST	9	-	6
Albany, N. Y.	9	- 6	EST			
Albuquerque, N. Mex	9	- 6	MST	11	-	8
Atlanta, Ga	9	- 9	EST			
Austin, Tex	8	- 5	CST	9	-	6
Baltimore, Md	8	- 8	EST			
Birmingham, Ala	8	- 8	CST	9	-	9
Boise, Idaho.	9	- 6	MST	11	-	8
Boston, Mass.	9	- 9	EST			
Buffalo, N. Y	9	- 6	EST			
Burlington, Vt.	9	- 5:30	EST			
Charleston, W. Va	9	- 6	EST			
Chicago, Ill.	8	- 8	CST	9	-	9
Cincinnati, Ohio.	9	- 9	EST			
Cleveland, Ohio	9	- 6	EST			
Columbia, S. C.	9	- 6	EST			
Columbus, Ohio.	9	- 6	EST			
Dallas, Tex	9	- 9	CST	10	-	10
Denver, Colo.	7	- 7	MST	9	-	9
Des Moines, Iowa.	8	- 8	CST	9	-	9
Detroit, Mich	9	- 9	EST			
Duluth, Minn.	8	- 4:30	CST	9	-	5:30
El Paso, Tex.	9	- 5	MST	11	-	7
Fort Worth, Tex	8	- 6	CST	9	-	7
Hartford, Conn.	9	- 6	EST			
Helena, Mont.	9	- 7	MST	11	-	9
Houston, Tex.	8	- 6	CST	9	-	7
Indianapolis, Ind	8	- 5	CST	9	-	6
Jacksonville, Fla	9	- 7	EST			
Kansas City, Mo	8	- 8	CST	9	-	9
Lincoln, Nebr	8	- 5	CST	9	-	7
Little Rock, Ark.	8	- 5	CST	9	-	6
Los Angeles, Calif.	9	- 7	PST	12	-	10

OPERATING HOURS OF PBS STATIONS (Continued)

LOCATION OR STATION	HOURS OF OPERATION					
	Local Time and Zone Designation			Time Converted to Eastern Standard Time		
	a.m.	p.m.	Zone	a.m.		p.m.
Louisville, Ky.	8	- 5	CST	9	-	6
Memphis, Tenn	8	- 6	CST	9	-	7
Miami, Fla.	9	- 5:15	EST			
Milwaukee, Wis.	8	- 8	CST	9	-	9
Minneapolis, Minn	8	- 8	CST	9	-	9
Nashville, Tenn	8	- 5	CST	9	-	6
New Orleans, La	8	- 6	CST	9	-	7
New York, N. Y.	9	- 9	EST			
Nogales, Ariz	9	- 5	MST	11	-	7
Oklahoma City, Okla	8	- 5	CST	9	-	6
Omaha, Nebr	8	- 8	CST	9	-	9
Philadelphia, Pa.	9	- 9	EST			
Phoenix, Ariz	9	- 6	MST	11	-	8
Pittsburgh, Pa.	9	- 6	EST			
Portland, Maine	8:30	- 5	EST			
Portland, Oreg.	9	- 7	PST	12	-	10
Providence, R. I.	8	- 5	EST			
Raleigh, N. C.	9	- 7	EST			
Richmond, Va	9	- 6:30	EST			
Sacramento, Calif	8	- 5	PST	11	-	8
St. Louis, Mo.	8	- 8	CST	9	-	9
Salt Lake City, Utah. . . .	9	- 6	MST	11	-	8
San Antonio, Tex.	8	- 6	CST	9	-	7
San Diego, Calif.	8	- 5	PST	11	-	8
San Francisco, Calif. . . .	7	- 6	PST	10	-	9
Seattle, Wash	9	- 7	PST	12	-	10
Spokane, Wash	9	- 7	PST	12	-	10
Springfield, Ill.	8	- 4	CST	9	-	5
Syracuse, N. Y.	9	- 6	EST			
Tucson, Ariz.	9	- 5:30	MST	11	-	7:30
Tulsa, Okla	8	- 5	CST	9	-	6
Washington, D. C.	9	- 9	EST			
Wichita, Kans.	8	- 5	CST	9	-	6

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 31

Operating Budgets

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July 21, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR NO. 31

Operating Budgets

I PURPOSE

This Circular prescribes the forms and procedures to be used in preparing operating budgets.

II GENERAL

Each division and staff office will be notified of the amounts available under each appropriation or fund to finance its programs during the fiscal year. Based on the allocation furnished on Form MOS-215, Allocation for Salaries and Administrative Expenses, each division and staff office shall prepare the operating budgets as prescribed herein.

III COMPOSITION AND SUBMISSION OF OPERATING BUDGETS

A Forms To Be Used. Use the following forms in preparing the operating budgets, and follow the procedures outlined in Section VI.

Form MOS-194, Detail of Personal Services - Full-Time Permanent (GS-14 and above).

Form MOS-194-1, Detail of Personal Services - Full-Time Permanent (GS-13 to GS-1).

Form MOS-194-2, Detail of Personal Services - Full-Time Permanent (Ungraded).

Form MOS-194-3, Detail of Personal Services - Positions Other Than Permanent and Other Personal Services.

Form MOS-194-4, Summary of Positions, June 30 Employment, Man-Years, and Obligations, By Fund.

Form MOS-194-6, Forecast of Employment and Man Months.

(III A)

Form MOS-195, Distribution of Allocation by Activity and Object Class.

Form MOS-196, Estimated Obligations and Man-Years by Work Project.

Form MOS-197, Passenger Car Statement.

Form MOS-198, Obligations by Geographical Distribution.

B Copies Required. Submit the operating budget forms in an original and two copies.

C Dates for Submission.

1 Submit all operating budget forms, except Form MOS-198 to the Division of Budget and Finance (DBF) not later than 15 days after conferees have reached agreement on the Appropriation Act.

2 Submit Form MOS-198 to the DBF not later than September 1.

IV EXPLANATION OF DETAIL OF PERSONAL SERVICES

A The positions to be reported on forms covering the detail of personal services (Forms MOS-194, 194-1, 194-2, and 194-3) are those to be filled by the following types of employment:

1 Full-Time. This is employment on a regular, prescribed basic workweek of 40 hours. Full-time employment may be either permanent or temporary.

a Permanent. Employment in positions expected to be filled year round. These positions form the basic staffing pattern required for the particular program.

b Permanent (Seasonal-Furlough). Employment in positions filled by personnel who are under appointments bearing no time limitation. These employees are furloughed when the season's work is finished and returned to duty the next season.

c Temporary. Employment in positions expected to be filled for periods of less than one year. These appointments are limited to the expected duration of the employment.

(IV A)

2 Part-Time. Employment on a prearranged schedule of hours or days of work less than the basic workweek of 40 hours for full-time employment.

3 Intermittent (WAE). Employment on an intermittent (i.e., irregular or occasional) basis with hours or days of work not based on a prearranged schedule, 1/ and with compensation only for the time when actually employed or for services actually rendered.

B Include on the applicable Forms MOS-194, MOS-194-1, and MOS-194-2 any position that is expected to be filled for a portion or entire year by full-time permanent employees. Report man-years on the basis of the time the position will be filled by such employees. If a position is filled for a portion of a year with temporary, part-time, or WAE employees, report on Form MOS-194-3 the man-years applicable to the portions of time the position was filled other than by full-time permanent employees.

C Do not report the position on Forms MOS-194, 194-1, and 194-2 if such position is filled only by temporary, part-time, or WAE employees. Show all the man-years applicable for such employment on Form MOS-194-3.

D Report on Form MOS-194-2 the ungraded wage-board and non-allocated cooperatively controlled (NACC) positions which are filled by full-time employees.

E Report on Form MOS-194-3 the temporary, part-time, and WAE employment.

F Show on Form MOS-194-6 as "Full-Time at End of Month" all employees on a regular 40 hours per week tour of duty.

1 The "Permanent" full-time employment will be employment having no time limitation.

2 The "Limited" full-time employment will be employment having a definite or not to exceed (NTE) time limitation.

1/ Occasionally a WAE employee may work regularly the same day or days each week and be called in frequently on other days which cannot be determined in advance. Such an employee may be assigned a regular tour, consisting of the hours and days worked regularly each week.

V MAN-YEARS COMPUTATION TABLE AND USE OF DOLLARS IN ESTIMATES

A Table To Be Used in Computing Man-Years. When estimating man-years, compute to the nearest tenth only. Use the following table to compute the man-years for expected employment by months:

Months:	1	2	3	4	5	6	7	8	9	10	11	12
Man-Years:	.1	.2	.3	.3	.4	.5	.6	.7	.8	.8	.9	1.0

B Use of Dollars in Estimates. Show all financial estimates rounded to the nearest dollar.

VI PREPARATION OF OPERATING BUDGETS

A Form MOS-194. Prepare separate MOS-194's for each fund. Complete the form as follows:

1 "Operating Title" - Column (a). Group all GS-14 and above positions by grade in descending grade order. Do not show a position under more than one fund. If a position is to be paid from 2 or more funds, include it under the fund from which it will be paid for the greater part of the year.

a For all positions show title and arrange alphabetically by title within grade. Use operating titles when possible; otherwise, use classification titles. Enter in parentheses after the operating title the name of the employee involved.

b For each entry by title and grade list, where applicable, first the filled positions and immediately below indicate separately the position(s) vacant on July 1, the new position(s) to be established during the year, and the entry "State portion" which will be used to identify the portion of the salary to be paid by a State.

Example:

Operating Title	GS Grade	No. of Positions
Branch Chief (Jones) (Smith) (Doaks)	14	3
Branch Chief (New)	14	1
Branch Chief (Vacancy)	14	1

(VI A 1 b)

Operating Title	GS Grade	No. of Positions
Officer in Charge (Greene)	14	1
"State Portion"	14	X

2 "GS Grade" - Column (b). Enter only the numerical designation of the position (e.g., 18, 17, 16, 15, 14).

3 "No. of Positions" - Column (c). Enter the number of positions for each operating title entered in column (a).

4 "Total Annual Salary Rates" - Column (d). For each entry listed in column (c) determine the annual salary rate which will be in effect for the greater part of the fiscal year. Enter the total annual salary rates opposite each item listed in column (c). The annual salary rate to be used is the actual salary rate paid for 52 weeks of 40 hours each rather than the rate specified in salary schedules. The schedule of annual salary rates for GS grades and actual rates paid for 52 weeks of 40 hours each are shown on Exhibit A, attached. Use the figures shown on the second line for each GS grade in Exhibit A.

a Calculate each new position at the minimum salary rate for its grade. The minimum salary for some new positions is the entrance salary at which initial employment for such positions is authorized by the Civil Service Commission.

b If a State pays part of the salary, show the portion of salary paid by the State in parentheses as a separate item for each grade. This amount is included in the total annual salary rate of the position. The State portion will consist only of the sum of the amounts applicable to the particular grade; it is not necessary to separately itemize the individual amounts to each applicable position within a grade.

5 "Total Estimate, Man-Years" - Column (e).

a If the position will be filled for the entire year, enter 1.0 man years; for two positions enter 2.0 man-years, etc. If the position will not be filled for a full year, compute to the nearest tenth in accordance with the table in Section V.

b Where part of the salary for a position is to be paid by a State, compute the man-years on the percentage of the total annual salary which is paid by ERS or SRS and in parentheses enter the man-years requirements applicable to the portion paid by the State as shown in column (d).

6 "Total Estimate, Base Salary Cost" - Column (f). Enter the total base salary applicable to the man-years reflected in column (e), including portions of periodic step increases to be earned during the fiscal year. If part of the salary is to be paid by a State, enter only the portion to be paid by ERS or SRS and in parentheses enter the amount to be paid by the State. (The amount to be paid by the State should be the same as indicated in column (d).) Exclude the following:

a Terminal leave,

b Regular pay above 52-week base,

c Overtime and holiday pay,

d Nightwork differential,

e Additional pay for service abroad,

f Cost-of-living allowances,

g Payments to other agencies for reimbursable details, and

h Compensation of witnesses.

(Item a above is reported on MOS-194-2 and Items b through h are reported on MOS-194-3.)

B Form MOS-194-1. Prepare separate MOS-194-1's for all GS-13 and below positions for each fund. Complete the form as follows:

1 "No. of Positions" - Column (c). Enter the number of positions for each GS grade (filled, vacant, and new). Do not include a position under more than one fund. If a position is to be paid from two or more funds, include it under the fund from which it will be paid for the greater part of the year.

(VI B)

2 "Total Annual Salary Rates" - Column (d); "Total Estimate, Man-Years" - Column (e); and "Total Estimate, Base Salary Cost" - Column (f). Follow the procedures outlined in paragraphs A 4 through A 6, above, for applicable information to be entered in these columns.

C Form MOS-194-2. Prepare separate MOS-194-2's for each fund. Complete the form as follows:

1 "Operating Title" - Column (a). List beneath the headings, in column (a), "Rates established by Act of June 20, 1958 (5 U.S.C. 1161 (c)" and "Ungraded positions at annual rates $12,210 or above," the positions alphabetically by title.

2 "No. of Positions" - Column (b); "Total Annual Salary Rates" - Column (c); "Total Estimate, Man-Years" - Column (d); and "Total Estimate, Base Salary Cots" - Column (e). Follow the procedures outlined in paragraphs A 3 through 6, above, for information to be entered in these columns.

3 "Total of Forms MOS-194, MOS-194-1, and MOS-194-2." Enter the totals of MOS-194, MOS-194-1, and MOS-194-2 for number of positions, total annual salary rates, man-years, and base salary costs.

4 "Total Terminal Leave for Full-Time Permanent GS and Ungraded Positions." Enter the total man-years and the lump-sum payments estimated for terminal leave for full-time permanent GS and ungraded positions.

5 "Total, Permanent." Enter the sum of the lines "Total of Forms MOS-194, MOS-194-1, and MOS-194-2" and " Total Terminal Leave for Full-Time Permanent GS and Ungraded Positions."

D Form MOS-194-3. Prepare separate MOS-194-3's for each fund. Complete the form as follows:

1 "Positions Other Than Permanent"

a For each type of employment shown in column (a) enter the total estimates for man-years and salary costs in columns (d) and (e).

b On the line "Subtotal,-employment," enter the estimated total man-years and salary costs for the types of employment shown.

2 "Other Personal Services"

a Regular Pay Above 52-Week Base.[2/] Enter in column (e) the estimated cost of regular salary payments above the cost for the 52-week base. The amount, if any, to be shown should not generally exceed 1/260th or 2/260ths of the base pay shown for the GS permanent full-time and ungraded employees paid on a biweekly basis, depending upon whether there are one or two days in excess of the regular 260 working days that make up each fiscal year.

b Other Entries. Enter in column (e) the salary costs for overtime and holiday pay, nightwork differential, cost-of-living allowances, additional pay for services abroad, payments to other agencies for reimbursable details, and compensation of witnesses.

c Subtotal, Other Personal Services. Enter the estimated total salary costs for all "Other Personal Services."

3 "Total, 11 Personnel Compensation." Enter on this line in all columns the totals from MOS-194-2's plus the subtotal(s) for "Positions Other Than Permanent" and "Other Personal Services" shown on this form.

E Form MOS-194-4. Use MOS-194-4 to distribute, by applicable fund, the total number of positions, man-years, and salary costs reflected on MOS-194-2 and MOS-194-3.

1 "No. of Permanent Full-Time Positions" - Column (b). Enter the number of permanent full-time positions expected to be paid from each fund for the greater part of the fiscal year. The entry in the "Grand Total" for this column must agree with the figures shown on MOS-194-2.

2 "June 30 Employment" - Column (c). Enter by fund, the number of full-time employees expected to be paid from the particular fund on June 30, plus the number of part-time and WAE employees to be paid during June. (The entry in the "Grand Total" for this column must agree with the entry for "June - total" - Column (d) on MOS-194-6.)

2/ This paragraph not applicable to Fiscal Years 1962 and 1963.

(VI E)

3 "Man-Years" - Columns (d) through (f), and "Amount" - Columns (g) through (j). Enter, by fund, the man-years and amounts applicable to each of the column headings. The entry in the "Grand Total" for each column must agree with the sum of the various MOS-194-2's and MOS-194-3's.

4 Reimbursements.

a Complete this section only if salaries are to be paid from reimbursement amounts indicated on MOS-215.

b List separately by fund the reimbursement included in the "Grand Total" by entering the applicable title in column (a). Enter in columns (b) through (j) the number of positions, man-years data, and salary and other costs applicable to the reimbursement.

F Form MOS-194-6. This employment forecast will show the estimated number of employees and man-months at the end of each month. For purposes of this forecast the following applies:

1 "Full-Time at End of Month, Permanent" - Column (a) will be full-time employment having no time limitation.

2 "Full-Time at End of Month, Limited" - Column (b) will be full-time employment having a definite or not-to-exceed time limitation.

3 "Part-Time and WAE Worked During Month" - Column (c) will include, as end-of-month employment, the number of part-time and intermittent employees working any time during the month for only a portion of the month.

4 "Total" - Column (d) is the sum of Columns (a), (b), and (c).

5 "D. C." - Column (e) and "Field" - Column (f) are a breakdown of the total entered in column (d). Include employment in Beltsville in the figure shown for D. C. In such instances, show the Beltsville employment figure in parentheses immediately below the estimated D. C. employment for each month.

G Form MOS-195. Prepare a separate MOS-195 for each fund specified on MOS-215. Make entries on the form as follows:

(VI G)

1 "Activity." Enter under this heading the titles of the applicable activities reflected on MOS-215 and further list, under each activity, the projects under the fund as applicable. Projects are listed under paragraph VI j 5. See example in subparagraph 5 below.

2 "Total Amount Allocated." Enter for each activity the total amount from MOS-215. Then further break down this total amount by applicable project. See example in subparagraph 5 below.

3 "Man-Years." Obtain the total man-years for the fund from the entry for the applicable fund shown in column (f) of MOS-194-4. Break down the total man-years by applicable activity and project.

4 "Distribution by Object Class."

a Object Class 11. Obtain the total for object class 11, Personnel Compensation, for the fund from the entry for the applicable fund shown in column (j) of MOS-194-4. Distribute the total object class 11 by activity and applicable projects.

b Object Classes 12 Through 44.

(1) Estimates for object classes 12 through 44 do not have to be distributed by activity or project; they may be shown in total only.

(2) Object class 25 has two columns as follows:

(a) Reimbursement and advances to other Federal agencies. (This includes only estimated reimbursements and advances to other Federal agencies for services to be performed. List in a footnote the name of each Federal agency and the amount for the service.)

(b) Other services. (This includes all contractual services not otherwise classified.)

5 Example: Following is an example of the preparation of MOS-195:

(VI G 5)

Activity	Total Amount Allocated	Man Years	Distribution by Object Class 11	12-44
Farm Economics	399,700	54.6	272,200	(For these object classes the balance of the total allocation may be shown in "Total" only or distributed by activity or project.)
Marketing Economics	4,414,200	599.2	3,134,100	
Total	4,813,900	653.8	3,406,300	
Reimbursements:				
Marketing Economics	108,600	10.7	76,500	

6 "Totals." The total man-years for the activities must agree with the "Total" - column (f), shown for each fund on MOS-194-4. The total amount for object class 11 must agree with the "Total Personnel Compensation" - column (j), shown for each fund on MOS-194-4.

H Form MOS-196. Prepare a separate MOS-196 for each work project for (1) the past fiscal year, and (2) the current fiscal year. Show the man-years, direct costs (salaries and all other expenses), research contracts, if any, and the total obligations broken down by work projects. The totals shown for the past fiscal year for the various work projects should agree with the total obligations under appropriated funds shown on Analysis of Obligations, Form MOS-193, for the past year. The total for the current fiscal year should equal the total appropriated funds allocated to the division.

I Form MOS-197. Divisions operating Government-owned passenger-carrying vehicles shall prepare MOS-197 to show data, by the funds indicated on the number of cars currently on hand, the number of cars to be replaced, and the number of cars to be declared excess during the current fiscal year. Identify each car to be replaced or declared excess. Explain, by separate memorandum, plans for declaring cars excess to needs, and justify replacement of any car not meeting ERS or SRS replacement standards. Based on the review of requests so submitted, and within the total numerical replacement authorization available to Agricultural Economics, the DBF will then issue official authorizations to the divisions for the replacement of passenger-carrying vehicles.

(VI)

J Form MOS-198. Divisions and staff offices shall prepare MOS-198, by financial projects as applicable, under the funds listed in subparagraph 5 below. If no financial project is listed, report in total for the fund. Prepare a separate report for the past fiscal year and for the current fiscal year. Make entries on the form as follows:

1 "Obligations, Total" - Column (b).

a Distribute the amounts by States according to the location of the field offices or suboffices. If mailing costs are reflected on division or staff office records as Washington obligations, distribute such costs by the applicable State. Show research and service contracts for the past fiscal year in the State of the contractor. Show them for the current fiscal year in D. C.

b The "Grand Total" must equal the total obligations shown on Form MOS-193 for the past fiscal year and the total allocation amount on MOS-215 for the current fiscal year.

2 "Obligations, Estimated Reimbursements" - Column (c). The "Grand Total" must equal the reimbursements obligated by the division for the past fiscal year (per Form MOS-193). The "Grand Total" must equal the "Receipts" column on MOS-215 for the current fiscal year.

3 "Obligations, Net Appropriation" - Column (d). This is column (b) minus column (c).

4 "Financial Project." Program divisions shall distribute the amount shown in column (d) by the appropriate financial projects. Staff offices and divisions will report in total only.

5 Funds Involved. The funds to be reported by financial project(s) or in total by fund are as follows (funds are underlined):

Economic Research Service - Salaries and Expenses

Farm Economics
Marketing Economics
Domestic and Foreign Economic Analysis

(VI J 5)

Statistical Reporting Service - Salaries and Expenses

Crop and Livestock Estimates
Statistical Research and Service

VII SOURCE OF FORMS

MOS forms required for the operating budget will be distributed to each division and staff office approximately at the time the allocation letter is issued. Additional blank forms will be available in the Division of Administrative Services, MOS.

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

SCHEDULE OF ANNUAL SALARY RATES FOR GS GRADES AND ACTUAL RATES PAID FOR 52 WEEKS OF 40 HOURS EACH

NOTE: The first line for each grade sets forth the rates specified in the law; the second line sets forth actual salary paid for 52 weeks.

GS	1st	2nd	3rd	4th	5th	6th	7th	LONGEVITY 8th	9th	10th
1	3,185 3,203	3,290 3,307	3,395 3,411	3,500 3,515	3,605 3,619	3,710 3,723	3,815 3,827	3,920 3,931	4,025 4,035	4,130 4,139
2	3,500 3,515	3,605 3,619	3,710 3,723	3,815 3,827	3,920 3,931	4,025 4,035	4,130 4,139	4,235 4,243	4,340 4,347	4,445 4,451
3	3,760 3,765	3,865 3,869	3,970 3,973	4,075 4,077	4,180 4,181	4,285 4,306	4,390 4,410	4,495 4,514	4,600 4,618	4,705 4,722
4	4,040 4,056	4,145 4,160	4,250 4,264	4,355 4,368	4,460 4,472	4,565 4,576	4,670 4,680	4,775 4,784	4,880 4,888	4,985 4,992
5	4,345 4,347	4,510 4,514	4,675 4,680	4,840 4,846	5,005 5,013	5,170 5,179	5,335 5,346	5,500 5,512	5,665 5,678	5,830 5,845
6	4,830 4,846	4,995 5,013	5,160 5,179	5,325 5,346	5,490 5,491	5,655 5,658	5,820 5,824	5,985 5,990	6,150 6,157	6,315 6,323
7	5,355 5,366	5,520 5,533	5,685 5,699	5,850 5,866	6,015 6,032	6,180 6,198	6,345 6,365	6,510 6,510	6,675 6,677	6,840 6,843
8	5,885 5,886	6,050 6,053	6,215 6,219	6,380 6,386	6,545 6,552	6,710 6,718	6,875 6,885	7,040 7,051	7,205 7,218	7,370 7,384
9	6,435 6,448	6,600 6,614	6,765 6,781	6,930 6,947	7,095 7,114	7,260 7,280	7,425 7,426	7,590 7,592	7,755 7,758	7,920 7,925
10	6,995 7,010	7,160 7,176	7,325 7,342	7,490 7,509	7,655 7,675	7,820 7,821	7,985 7,987	8,150 8,154	8,315 8,320	8,480 8,486
11	7,560 7,571	7,820 7,821	8,080 8,091	8,340 8,341	8,600 8,611	8,860 8,861		9,120 9,131	9,380 9,381	9,640 9,651
12	8,955 8,965	9,215 9,235	9,475 9,485	9,735 9,755	9,995 10,005	10,255 10,275		10,515 10,525	10,775 10,795	11,035 11,045
13	10,635 10,650	10,895 10,899	11,155 11,170	11,415 11,419	11,675 11,690	11,935 11,939		12,195 12,210	12,455 12,459	12,715 12,730
14	12,210 12,230	12,470 12,480	12,730 12,750	12,990 13,000	13,250 13,270	13,510 13,520		13,770 13,790	14,030 14,040	14,290 14,310
15	13,730 13,749	14,055 14,061	14,380 14,394	14,705 14,706	15,030 15,038			15,290 15,309	15,550 15,558	15,810 15,829
16	15,255 15,267	15,515 15,517	15,775 15,787	16,035 16,037	16,295 16,307					
17	16,530 16,536	16,790 16,806	17,050 17,056	17,310 17,326	17,570 17,576					
18	18,500 18,512									

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 32

Withholding of State Income Tax - New Mexico

An agreement has been concluded between the Secretary of the Treasury and the State of New Mexico which provides for the withholding of New Mexico State income taxes from the compensation of Federal employees whose regular place of employment is within the State of New Mexico, whether they are residents or nonresidents of New Mexico. The agreement requires that taxes be withheld from wages paid on or after July 1, 1961, but not later than August 1, 1961. However, the agreements were not received in sufficient time to permit withholding of New Mexico State income taxes from salary checks issued or to be issued between these dates. Therefore, withholding will be made as explained below.

Since exemptions under New Mexico law differ from those under Federal law, each employee whose regular place of employment is within the State of New Mexico must obtain and complete the New Mexico "Employees Withholding Exemption Certificate" as soon as possible and send to:

USDA-MOS (ERS-SRS)
P. O. Box 7267 - Apex Station
Washington 4, D. C.

Obtain the certificates from:

Bureau of Revenue
Income Tax Division
Withholding Section
Santa Fe, New Mexico

It is most important that the certificates be submitted as soon as possible since the Fiscal Branch, Division of Budget and Finance, must have the information to determine the amount of State income tax that must be withheld, beginning with the pay period July 9-22, 1961, payable August 3, 1961. Dependent upon the date of receipt of the certificate, an amount sufficient to cover pay periods involved will be withheld for pay periods beginning with the July 9-22 period. This amount will be withheld from the first salary check processed after determination of State income tax to be withheld.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 33

Reporting of Man-Months and Obligations for Defense and Civilian Mobilization Activities

I GENERAL

The Department periodically requires all agencies and offices participating in Defense and Civilian Mobilization activities to report the costs incurred and absorbed within regular funds while carrying on these activities.

II REPORTING REQUIREMENTS

Beginning with July 1961, each division and staff office participating in the Defense and Civilian Mobilization programs of the Department shall submit a memorandum report in an original and one copy not later than the 15th of the next succeeding month. The report, which shall be forwarded to the Division of Budget and Finance, MOS, shall be prepared to reflect the monthly and cumulative man-hours and obligations for the OCDM work performed by each division or staff office.

III BASIS FOR REPORT

Each division or staff office shall conduct periodic work surveys or maintain time and work records as necessary to permit representative reporting of Defense and Civilian Mobilization activities.

Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: Division Directors and Staff Officers

July 20, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 34

Revision of Object Classification

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July 26, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 34

Revision of Object Classification

I PURPOSE

This Circular prescribes a system of uniform identification of obligations by object classification. This classification is based on the nature of the service, articles, or other items involved, as distinguished from the purposes for which the obligations are incurred. This Circular (1) sets forth action required, (2) explains the relationship between the new and the old classifications, and (3) prescribes the new classification.

II GENERAL

A Effective Date. Effective July 1, 1961, object classifications relative to budget and fiscal activities of ERS, SRS, SEG, and MOS are revised to accord with recent Bureau of the Budget Regulations (Budget Bureau Circular No. A-12). The object classification prescribed is based on the Government-wide standards contained in Bureau of the Budget Regulations and disbursements by object class; and (2) in submitting the estimates and reporting data requiring analyses by object to the Bureau of the Budget, etc.

B Divisions and Offices Affected. This procedure is applicable to (1) the Division of Budget and Finance; (2) Field Operations Division, SRS, State Offices; and (3) is for information purposes only for all other divisions and offices.

C Action Required.

1 Division of Budget and Finance shall identify all obligations and expenditures by the new classification on allotment ledgers, and maintain the official object class records by the new coding system for fiscal year 1962.

2 Field Operations Division, SRS, State Offices, shall convert their object classification records to the new classifications for fiscal year 1962.

3 All other divisions and offices should acquaint themselves with these new classifications since the related classification codes will appear on the allotment ledger sheets submitted by Division of Budget and Finance to divisions and offices after July 1, 1961.

III RESPONSIBILITIES OF THE DIVISION OF BUDGET AND FINANCE

The Division of Budget and Finance (DBF) is responsible for (1) maintaining official object classification records for all object classes and for subcategories of object classes as outlined in Section VI, and (2) furnishing assistance to the Field Operations Division, SRS, State Offices, in making object-class determinations. The DBF is also responsible for (1) delineating, within the standards prescribed by Budget Regulations, the criteria which will constitute the guide for classification by object classes used in ERS, SRS, SEG, and MOS, Agricultural Economics; and (2) interpreting these criteria, when required, to provide a means of attaining a uniform identification of obligations by object classes within Agricultural Economics.

IV OBJECT CLASSES

A The revised object classes to be used are as follows:

PERSONAL SERVICES AND BENEFITS (10)

- 11 Personnel Compensation
- 12 Personnel Benefits

CONTRACTUAL SERVICES AND SUPPLIES (20)

- 21 Travel and Transportation of Persons
- 22 Transportation of Things
- 23 Rent, Communications, and Utilities
- 24 Printing and Reproduction
- 25 Other Services
- 26 Supplies and Materials

ACQUISITION OF CAPITAL ASSETS (30)

- 31 Equipment
- 32 Lands and Structures

GRANTS AND FIXED CHARGES (40)

- 41 Grants, Subsidies, and Contributions
- 42 Insurance Claims and Indemnities
- 44 Refunds

B The relationship between the new and the former classifications is set forth below:

New Classification	Relationship to Former Classification
11 Personnel Compensation	Former 01 except quarters allowances (to 12). Includes compensation fees to non-Governmental witnesses (from 07) and cost-of-living allowances.

(IV B)

	New Classification	Relationship to Former Classification
12	Personnel Benefits*	This is a new item. Consists of quarters allowances (from 01); Government's contributions to CSC employees' life insurance fund (from 07), health benefits program (from 07), retirement fund (from 11) and FICA (from 15), and employee suggestion awards (from 13). Also includes accident compensation (effective F.Y. 1963).
21	Travel and Transportation of Persons	Former 02. Includes rental of passenger motor vehicles from Government motor pools (from 07), and travel of witnesses.
22	Transportation of Things	Former 03. Includes rental of trucks from Government motor pools (from 07).
23	Rent, Communications, and Utilities	Former 04 and 05.
24	Printing and Reproduction	Former 06.
25	Other Services	Former 07, except Government contributions to CSC employees' life insurance fund and health benefits program (to 12), rental of vehicles from Government motor pools (to 21 and 22), compensation of witnesses (to 11), and travel of witnesses (to 21).
26	Supplies and Materials	Former 08.
31	Equipment	Former 09.
32	Lands and Structures	Former 10.
41	Grants, Subsidies, and Contributions	Former 11, except Government's contributions to retirement funds (to 12).
42	Insurance Claims and Indemnities	Former 13, except employee suggestion awards (to 12), and refunds (to 44).
44	Refunds	Refunds (from 13).

* To facilitate reconciliations, the allotment ledgers will continue to show separate entries for the various categories of Government contributions, etc. under object class 12.

V DEFINITIONS OF OBJECT CLASSES

A 11 Personnel Compensation. The object class 11 includes (1) all salaries and wages for labor or other services of officers or employees of the Government, and related compensation or allowances; (2) compensation for special services performed by consultants or others employed on a per diem or fee basis; (3) amounts paid to individuals employed under contracts for their own services; and (4) salary portion of payments to other agencies for employees on reimbursable detail to Agricultural Economics. The following are examples of costs to be recorded to object class 11:

1 Regular Compensation. Base salaries and wages of all employees in Government positions in both the competitive and excepted services, whether compensated at GS rates, nonallocated cooperatively controlled (NACC) rates, or wage board rates of pay. The term "position" means a specific office or job in the Government. Each position may be filled in accordance with the following types of employment.

a Full-Time. This is employment on a regular, prescribed basic workweek of 40 hours. Full-time employment may be either permanent or temporary.

(1) Permanent. Employment in positions expected to be filled year round. These positions form the basic staffing pattern required for the particular program.

(2) Permanent (Seasonal-Furlough). Employment in positions filled by personnel who are under appointments bearing no time limitation. These employees are furloughed when the season's work is finished and returned to duty the next season.

(3) Temporary. Employment in positions expected to be filled for periods of less than one year. These appointments are limited to the expected duration of the employment.

b Part-Time. Employment on a prearranged schedule of hours or days of work less than the basic workweek of 40 hours for full-time employment.

c Intermittent (WAE). Employment on an intermittent (i.e., irregular or occassional) basis with hours or days

of work not based on a prearranged schedule, 1/ and with compensation only for the time when actually employed or for services actually rendered.

2 Other Compensation. Other compensation includes:

a Overtime Pay. Amount of pay for services in excess of the 40-hour workweek.

b Holiday Pay. Additional compensation for work performed on a holiday.

c Nightwork Differential. Additional compensation for nightwork.

d Cost-of-living Allowances. Additional cost-of-living allowance above the basic rate of compensation applicable in the States of Alaska and Hawaii and in Puerto Rico and U.S. possessions.

e Additional Pay for Service Abroad. Allowances and differentials paid to employees stationed in foreign countries. Excludes quarters allowances referred to in Section V B 1 below.

f Leave (Lump-Sum Payments). Amounts (lump sums) for unused annual leave paid upon termination of employment.

g Regular Pay Above 52-Week Base. Regular compensation for days in the fiscal year in excess of the 52 weeks on which the annual rates of pay are based.

3 Miscellaneous Payments for Personal Services. Miscellaneous payments for personal services include:

a Payments to Other Agencies for Reimbursable Details. Amounts for personal services paid to other agencies for employees on reimbursable details. Expenses other than personal services of employees on detail from other agencies shall be recorded to the applicable object class when such expenses are paid directly by ERS, SRS, MOS, or SEG. However, when the expenses

1/ Occasionally a WAE employee may work regularly the same day or days each week and be called in frequently on other days which cannot be determined in advance. Such an employee may be assigned a regular tour, consisting of the hours and days worked regularly each week.

(other than personal services) of employees on reimbursable detail from other agencies are paid directly by the detailing agency, the charges for these other expenses (billed to ERS, SRS, SEG or MOS by the detailing agency) shall be recorded to object class 25.

b Payments for Employment Under Contract. Amounts paid to individuals employed under contracts for their own personal services, when authorized pursuant to the current Appropriation Act and appointments are made by Federal personnel appointment actions. (Costs of contractual services obtained by regular procurement authority where no Federal appointment is made shall be recorded to object class 25.)

c Compensation of Witnesses. Fees paid to non-Governmental employees summoned to and attending Departmental hearings.

B 12 Personnel Benefits. Includes cash allowances paid to employees incident to their employment and payments to other funds for the benefit of employees. The following are examples of costs to be recorded to object class 12:

1 Quarters Allowances. Additional cash allowances paid in lieu of furnishing subsistence or quarters. (Charges incurred in foreign countries shall be documented on SF-1069, Voucher for Allowances at Foreign Posts of Duty.)

2 Payments to Other Funds. The Government's contribution for employees' life insurance, health benefits, retirement, Federal Insurance Contributions Act (FICA), accident compensation, and similar payments.

3 Cash Awards. Cash for employee suggestions and efficiency under authority of the Government Employees' Incentive Awards Act.

C 21 Travel and Transportation of Persons.

1 Charges To Be Included. Transportation of persons (Government employees or others), their per diem allowances while in an authorized travel status, and other expenses incident to travel which are to be paid by the Government either directly or by reimbursing the traveler. The following are examples of costs to be recorded to object class 21:

(V C 1)

a Transportation of Persons. Includes such items as:

(1) Contractual services in connection with carrying persons from place to place, whether by land, air, or water, and the furnishing of accommodations incident to actual travel.

(2) Commercial transportation charges, charter of passenger cars, rental of passenger cars from the General Services Administration (GSA) or other agency motor pools, trains, vessels, or airplanes, and expenses incident to the operation of the chartered conveyances.

(3) Mileage allowances for use of privately owned vehicles, ferry fares, and tolls.

(4) Local transportation such as streetcar, subway, and taxicab fares, regardless of whether used in travel status or at a designated post of duty.

b Subsistence for Travelers. Food and lodging, whether on the basis of reimbursement for actual expenses or per diem allowance in lieu of subsistence.

c Incidental Travel Expenses. Other incidental expenses necessitated by travel and claimed for reimbursement on travel vouchers, such as baggage transfer, excess baggage, passports, steamer chairs, rental of conference rooms, rental of furniture, telephone and telegraph expenses, stamps purchased, and storage fees for Government vehicles, all incurred while in travel status.

d Travel Expenses of Employees on Detail From Other Agencies When Such Expenses Are Paid Directly From Appropriations and Funds of ERS or SRS. When charges for travel expenses of employees on detail from other agencies have been paid directly by the detailing agency, the charges to ERS or SRS funds, which are accomplished on a billing document, shall be to object class 25 rather than to 21.

e Travel Expenses of Witnesses. Travel and transportation expenses paid to non-Governmental employees summoned to and attending hearings held by the Department.

2 Charges To Be Excluded. Purchases of miscellaneous items such as supplies, equipment, and services which are made while a person is in travel status are not to be included under object class 21, but are to be recorded to the applicable object class. Such miscellaneous items include expenses relating to the operation and care of Government-owned vehicles (except storage fees paid by traveler while in travel status and claimed for reimbursement on travel voucher), incidental supplies for research studies and product displays, etc. Charges for miscellaneous expenses (except local transportation) incurred at the official station are not to be included in object class 21 even though such expenses are claimed for reimbursement on SF-1012, Travel Voucher.

D 22 Transportation of Things.

1 Charges To Be Included. Transportation of things (including animals) whether such transportation is by land, air, or water; contractual charges for the care of such things while in process of being transported; and reimbursements to Government personnel for expenses incident to the transporting and temporary storage of employees' household goods and personal effects in connection with transfer from one official station to another. The following are examples of costs to be recorded to object class 22.

a Freight and Express. Common carrier (bill-of-lading or contract), including freight and express, demurrage, switching, recrating, refrigerating, and other incidental expenses.

b Drayage and Other Local Transportation. Cartage, drayage, and handling, that are incident to local transportation, including hire of truck with driver for purpose of transfer of supplies, equipment, etc.

c Mail Transportation.

(1) Contractual transportation of mail by water, rail, air, motor, etc.

(2) Parcel post charges under the postage and fees paid system.

d Commutation of Transportation Expenses. Payments to employees in lieu of payment of actual expenses for transportation and temporary storage of household goods and personal effects or transportation of house trailers upon transfer of personnel from one official station to another.

(V D 1)

e Rental of Trucks. Rental of trucks from GSA or other agency motor pools.

2 Charges To Be Excluded. Transportation paid by the vendor, regardless of whether or not the cost thereof is itemized on the vendor's bill for the commodities sold. (Such expenses shall be recorded to object class 24, 26, or 31, depending on items transported.)

E 23 Rent, Communications, and Utilities.

1 Charges To Be Included. Rent (excluding transportation equipment), communications, and utility services. The following are examples of costs to be recorded to object class 23.

a Rent. Charges for the possession and use of land, structures, or equipment owned by another, the possession of which is to be relinquished at a future time. This includes such items as (1) rental of office space, machine tabulating equipment, and charges under purchase rental agreements; and (2) miscellaneous items such as rental of water coolers, time clocks, etc., under contracts.

b Communication Services. Charges for the transmission of messages from place to place. Examples are:

(1) Rental of post office boxes and teletype equipment.

(2) Telephone calls (both local and long distance except as indicated in subparagraph 2 below), installation costs, and switchboard and service charges.

(3) Telegraph (except as indicated in subparagraph 2 below), cable, radio, wireless, teletype, leased wire, tie lines, and ticker services.

(4) Messenger service other than regularly employed personnel.

(5) Official mail (other than parcel post) charges under postage and fees paid system.

c Utility Services. Heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services.

(V E)

2 Charges To Be Excluded. Telephone and telegraph expenses incurred while in travel status and claimed for reimbursement by traveler on travel voucher. Such expenses shall be recorded to object class 21.

F 24 Printing and Reproduction. Contractual printing and reproduction, including duplicating, punching, perforating, and the related composition and binding operations performed by the Government Printing Office, the Department or other agencies, and commercial printers. Also includes reimbursements to Office of Plant and Operations and charges for interleaved carbon on multicopy forms and related transportation even though these costs are identified on printing bills. The following are examples of costs to be recorded to object class 24.

1 Duplicating. Multigraphing, reproduction with machines employing photographically made plates, related photo-reproduction work, the use of varityping or other substitutes for typesetting for reproduction by photomechanical means, reproductions by the spirit process, mimeographing, and the use of stencils or direct image plates prepared by ordinary typewriters.

2 Printing. Job work done on printing presses which utilize printers' type, plates, or engravings; also engrossing and lithographing.

3 Photostating, Blueprinting, Photography, and Microfilming.

4 Special Order Jobs. Letterheads, printed envelopes, and standard forms which are specially printed, overprinted, or assembled to order. (The cost of standard forms, AD Forms, penalty and plain envelopes (items that are not made to order) shall be recorded to object class 26.)

G 25 Other Services. All contractual services not otherwise classified. Where contractual services and acquisitions of property are a part of the same obligation or payment, an item shall be classified under this object class if the services are the major part of the item, and as object class 31 or 32 if the acquisition of property is the major part of the item. The following are examples of costs to be recorded to object class 25.

1 Repairs and alterations to buildings, equipment, and like items when done by contract with private concerns or by other Government agencies, including services performed which are itemized to show labor and material costs separately.

(V G)

2 Storage and maintenance of vehicles, including contractual services for storage and care of vehicles; and for the maintenance, repair, and towing of vehicles. The cost of any automobile or truck parts and accessories which are furnished as part of a repair job shall be recorded to this object class, since the total job (labor and materials) constitutes the contractual service. However, automobile or truck parts and accessories which are purchased separately and installed without a labor charge, such as batteries, tires, and tubes, shall be recorded to object class 26. (Note: All service station billings for gasoline and oil, lubrication, car washing, and other minor services shall be recorded to object class 26).

3 Towels, soap, etc.

4 Tuition and other payments made to non-Federal educational institutions for training under the Government Employees Training Act.

5 Board, lodging, and care of persons, including hospital care, except travel items which are included under object class 21.

6 Stenographic services.

7 Premiums on insurance and surety bonds, and fees for conversion of cash collections to certified checks or money orders.

8 Publication of notices, advertising, and radio broadcast time.

9 Payments under research or service contracts under the Research and Marketing Act and payments under cooperative documents to non-Federal agencies.

10 Janitorial and enumerator services.

11 Maintenance service for office machines.

12 Reimbursements and advances to other Federal agencies include services performed for ERS, SRS, SEG, or MOS by other Federal agencies (usually under an agreement) which are not properly chargeable to other object classes. (For example, printing and binding furnished by Government Printing Office, supplies, furnished by GSA, and rental of automobiles from GSA motor pools are to be charged to the appropriate object class.) Maintain separate records for reimbursements and advances to other Federal agencies and report them separately under object class 25.

(V G 12)

The following are included in this category:

a Amount of expenses, other than personal services, billed by other agencies for their employees who are on reimbursable details to ERS, SRS, SEG, or MOS. (See also Sections V A 3 a and V C 1 d of this Circular.)

b Advances to other Government agencies under cooperative documents for the performance or fulfillment of a specific project. (These advances are processed through the Washington allotment accounts only.)

c Services, not otherwise classified, performed for ERS, SRS, SEG, or MOS by another agency (e.g., ARS, Bureau of Census, etc.) on a reimbursable basis.

d Tuition and other payments made to another Government agency for training under the Government Employees Training Act.

e Security investigations performed by the Civil Service Commission.

f Art and graphic reproduction services performed by the Office of Information.

g Pro rata share of health units operated by Government agencies whereby ERS or SRS offices bear a proportionate share of costs for use of such facilities.

H 26 Supplies and Materials. Commodities which (1) are ordinarily consumed or expended within one year after they are put into use, (2) are converted in the process of construction or manufacture, (3) are used to form a minor part of equipment or fixed property, or (4) are of little monetary value but which do not meet any of the foregoing criteria. Related transportation charges paid by the vendor are to be recorded to object class 26 even though itemized on the vendor's bill for the commodities sold. The following are examples of costs to be recorded to object class 26:

1 Office Supplies.

a Pencils, paper, calendar pads, stenographic notebooks, blank books and pads, unprinted envelopes, standard forms

(except those which are chargeable to object class 24), carbon paper, cleaning and toilet supplies, chemicals, and surgical and medical supplies.

b Service charges on forms and supply requisitions.

2 Miscellaneous Property Items. Property items of little monetary value such as desk trays, ash trays, calendar stands, telephone list finders, etc.

3 Fuels. Gasoline, oil, and antifreeze solutions purchased for use in Government-owned vehicles, including lubrication, greasing, washing of cars, and other minor services which are normally submitted on a single bill.

4 Automotive Parts and Accessories.

a Automobile or truck parts and accessories purchased for stock or purchased and installed without labor charge. (The cost of any parts and accessories furnished as a part of a repair job shall be recorded to object class 25.)

b Batteries, fire extinguishers, seat covers, tire chains, and other automotive accessories purchased separately from the vehicles for either original or replacement installation, except that accessories required to be accounted for to assure compliance with the statutory purchase price limitation for passenger motor vehicles shall be recorded to object class 31.

c License plates used on transportation equipment.

5 Subscriptions, Pamphlets, etc.

a Newspapers and periodicals; pamphlets when purchased rather than printed by or at the request of Agricultural Economics; and books, whether or not permanently bound, which are not considered to be accountable property, such as postal guides, trade directories, atlases, desk-type dictionaries, etc.

b Reprints of magazine articles secured from the publisher.

(V H)

6 Materials and Parts. Commodities and supplies for use by ERS, SRS, SEG or MOS in the production or repair of parts, standards, and equipment.

I 31 Equipment. 2/

1 Charges To Be Included. Personal property of a more or less durable nature: that is, property which may be expected to have a period of service of a year or more after it is put into use, without material impairment of its physical condition. Also, related transportation charges paid by the vendor, even though itemized on the vendor's bill for the commodities sold. The following are examples of costs to be recorded to object class 31.

a Transportation Equipment. Motor vehicles, including passenger-carrying automobiles, trucks, trailer , tractors, wagons, and carts. Also includes automobile heaters purchased for original installation on all automotive equipment, and other automobile accessories purchased for original installation on passenger motor vehicles, which are required to be accounted for to assure compliance with the statutory purchase price limitation for such vehicles.

b Furniture, Furnishings, and Fixtures. Furniture, fixtures, and equipment, including desks, tables, and chairs; typewriters; and adding, calculating, and bookkeeping machines.

c Instruments and Apparatus. Instruments, machinery, apparatus, electronic equipment, scientific instruments and appliances, photographic equipment, picture projection equipment and accessories, and mechanical drafting devices.

d Books. Permanently bound books considered as accountable property.

2 Charges To Be Excluded. Fixtures and equipment which become permanently attached to buildings (see object class 32).

2/ The distinction made in this Circular between "Equipment" and "Supplies and Materials" depends primarily upon the durability of the item for which the obligation is made, and is not necessarily the same as the treatment to be accorded in the property accounts. Record under object class 31 all items of equipment indicated in paragraph I whether or not any such item will be considered as capitalized personal property.

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J 32 Lands and Structures.

1 Lands and interest in lands, and the acquisition or construction of buildings and structures and additions or improvements thereto when secured under contract.

2 Fixtures and equipment (whether additions or replacements) which become permanently attached to or form a part of buildings or structures, such as plumbing, fire-alarms, lighting, heating, airconditioning, or refrigerating equipment, when acquired under contract.

K 41 Grants, Subsidies, and Contributions.

1 Grants, subsidies, gratuities, and other aid for which cash payments are made to States, possessions, political subdivisions, corporations, associations, and individuals.

2 Amount of taxes and special assessments imposed by taxing authorities where the Federal Government has consented to taxation.

L 42 Insurance Claims and Indemnities.

1 Payments of claims on life and other insurance policies.

2 Indemnities include compensation for loss or injury (not covered by Government insurance) such as awards arising from abrogation of contracts, damage to or loss of property, and personal injury or death.

M 44 Refunds. Refunds of the whole or part of amounts previously received by the United States.

VI OBJECT CLASSIFICATION (SUBCATEGORIES) RECORDS - DIVISION OF BUDGET AND FINANCE

The DBF shall maintain records of subcategories of object classes as outlined below:

A 11 Personnel Compensation.

1 Maintenance of Records. Maintain records separately for each division and staff office, by mainhead appropriation, regardless of limitation, for Trust funds and all appropriations except the Salaries and Expenses appropriation ERS or SRS as appropriate, which shall be maintained by applicable limitation. Record man-hours (as indicated) and expenditures for each of the subcategories of object class 11 listed in subparagraph 2 below. Include under the applicable code any transfer between funds, appropriations, and limitations made by use of SF-1017G, Journal Voucher, or SF-1081, Voucher and Schedule of Withdrawals and Credits.

(VI A)

2 Subcategories of Object Class 11.

	Subcategory Code and Title	Man Hours	Amount
1101	Full-time permanent employment	(No)	(Yes)
1102	Full-time temporary employment	(Yes)	"
1103	Part-time employment	"	"
1104	Intermittant (WAE) employment	"	"
1107	Terminal leave (lump-sum payments)	"	"
1108	Overtime pay	(No)	"
1109	Holiday pay	"	"
1110	Nightwork differential	"	"
1111	Additional pay for services abroad	"	"
1112 3/	Regular pay above 52-week base	"	"
1113	Payments to other agencies for reimbursable details	"	"
1114	Payments for employment under contract	"	"
1115 4/	Compensation of witnesses	"	"
1116	Cost-of-living allowances	"	"

B 21 Travel and Transportation of Persons. Maintain the following subcategories for travel expenditures by mainhead for all funds.

1 Employees Serving With Compensation.

	Subcategory Code and Title	Amount
2111	Travel Within USA - Common Carrier - All Types	
2112	Travel Within USA - Mileage Rates 5/	

3/ For Code 1112 use the last full biweekly pay period payroll (charged under subcateogry 1101) for the fiscal year to calculate the cost for the 1 or 2 days in excess of the regular 260 working days in the fiscal year. If there are 261 working days in the fiscal year, take 1/10 of this payroll; if 262, take 2/10. Exclude from this calculation any employees paid on a monthly or semimonthly basis and all other employment codes including part-time and WAE.

4/ Show names of non-Governmental witnesses attending Departmental hearings and the appropriate divisions and offices to be charged as shown on SF-1157, Claim for Fees and Mileage of Witnesses.

5/ Use separate records to accumulate cost data for each mileage and per diem rate. Add the specific mileage or per diem rate to the master code number in order to establish separate subcodes for each category. For example:

Mileage Code 2112 - 10 cents; 2112 - 8 cents; etc.
Per Diem Code 2113 - $12; 2113 - $11, etc.

Subcategory Code and Title (con.)		Amount
2113	Travel Within USA - Per Diem Rates 6/	
2114	Travel Within USA - Actual Expense Basis 7/	
2115	Travel Within USA - All Other Expenses	
2121	Travel Outside USA 8/ - Common Carrier - All Types	
2122	Travel Outside USA 8/ - Mileage Rates 6/	
2123	Travel Outside USA 8/ - Per Diem Rates 6/	
2124	Travel Outside USA 8/ - Actual Expense Basis 7/	
2125	Travel Outside USA 8/ - All Other Expenses	

2 Employees Serving Without Compensation 9/

Subcategory Code and Title		Amount
2131	Travel Within USA - Common Carrier - All Types	
2132	Travel Within USA - Mileage Rates 6/	
2133	Travel Within USA - Per Diem Rates 6/	
2134	Travel Within USA - Actual Expense Basis 7/	
2135	Travel Within USA - All Other Expenses	
2136	Travel Within USA - Fees of Witnesses 10/	
2141	Travel Outside USA 8/ - Common Carrier - All Types	
2142	Travel Outside USA 8/ - Mileage Rates 6/	
2143	Travel Outside USA 8/ - Per Diem Rates 6/	
2144	Travel Outside USA 8/ - Actual Expense Basis 7/	
2145	Travel Outside USA 8/ - All Other Expenses	

6/ See 5/ - Page 16.

7/ When using this code for travel on an actual expense basis, maintain separate records, by fund, for each traveler. Show the name of the employee; division or office; the total costs for lodging, meals, and other incidental expenses; and the number of days of travel.

8/ Travel outside USA includes all costs applicable to transportation, per diem, mileage, and incidental expenses in, and en route to, or from U.S. possessions and foreign countries; that is, all travel outside the 50 States.

9/ Use the codes indicated under this category for recording all travel costs paid to persons serving without compensation.

10/ Show the names of non-Governmental witnesses attending Departmental hearings and the appropriate divisions and offices to be charged as shown on SF-1157.

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3 Hire of Passenger Vehicles.

	Subcategory Code and Title	Mileage	Amount
2151	Hire of Passenger Cars from Government Agency Motor Pools[11]	(Yes)	(Yes)
2152	Hire of Passenger Cars from Commercial Firms	(No)	"

C 22 Transportation of Things. Maintain by appropriation for all funds the following subcategories for rental of trucks as follows:

	Subcategory Codes and Titles	Mileage	Amount
2201	Hire of Trucks from Government Agency Motor Pools[11]	(Yes)	(Yes)
2202	Hire of Trucks from Commercial Firms	(No)	"

Charles F. Kiefer
Executive Director
Management Operations Staff

11/ Do not maintain by location of motor pools. However, keep a record of the total number of motor pools included.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 35

Delivery of U. S. Savings Bonds

Because of the burden of work required in maintaining payrolling continuity during the reorganization, U. S. Savings Bonds deliveries in Agricultural Economics have fallen behind schedule. We expect that shortly after the middle of August, 1961, we shall be back on schedule. Thus bond purchasers will receive their Savings Bonds on the pay day following the pay period in which deductions total the purchase price of the bond.

Please be assured that the regretted delays in the purchase and delivery of bonds in no way deprives bond buyers of interest accrual.

Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices

August 4, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 36

Attendance at Meetings Outside the Department

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(II C)

time shall be computed on the basis of time by common carrier, railroad schedules being utilized unless circumstances justify other considerations.

III GENERAL

Appropriations and funds of the Economic Research Service and the Statistical Reporting Service available for travel expenses are also available for expenses of attendance at meetings called by organizations and agencies other than those of the Department of Agriculture. These meetings held within or outside of the United States should be concerned with the functions or activities for which the appropriation is made, or contribute to improved conduct, supervision or management of those functions or activities.

IV DEFINITIONS

A Domestic Meeting. The term "domestic meeting" means any meeting held in this country called by an agency or organization other than the Department of Agriculture. Work conferences held in connection with cooperative programs of Agricultural Economics with other Federal, State, or cooperating agencies; and international meetings held in this country are not to be construed as domestic meetings. A meeting is usually a formal gathering of a recognized membership, such as a professional association, at which there is a planned program.

B International and Foreign Meeting. The term "international and foreign meeting" means any meeting of an international organization, congress, or group held in this country or elsewhere; and any other meeting held in a foreign country, except routine "workshop" meetings of the Department or discussions of cooperative program operations by Departmental personnel with Canadian or Mexican officials in their respective countries.1/ (In the case of certain meetings, the title of the conference, congress, or meeting, or of the association sponsoring it, may include the term "international," although the conference, congress, or meeting is not actually an international meeting. (Example: The International Crop Improvement Association.) Such meetings are not subject to the regulations covering "international" meetings.)

1/ The concurrence of the Director of Finance is required for all foreign travel performed in connection with meetings except routine "workshop" meetings by Departmental personnel with Canadian or Mexican officials in their respective countries.

V AUTHORITY TO APROVE ATTENDANCE AT MEETINGS

A Domestic Meetings.

1 National Meetings. The Executive Director, MOS, shall approve attendance at all national (representing an entire industry) meetings on behalf of the Administrators of ERS and SRS.

2 Regional Meetings. Division directors and deputy directors shall approve attendance at regional (involving more than one State) meetings, after clearance with the appropriate Deputy Administrator.

3 Statewide Meetings. Division directors, deputy directors, and officers in charge of field offices may approve attendance at statewide meetings.

4 Local Meetings.

a Branch chiefs, or heads of regional, State, or area field offices (depending upon organizational structure) may approve attendance at local (i.e. not statewide, regional, or national in nature) meetings held within their respective jurisdictional areas. This authority may be redelegated.

b The authority to approve attendance at local meetings may be redelegated to section heads, or heads of field offices (supervisory official at each activity location) where the meetings are held at official headquarters or within the immediate work area.

B International and Foreign Meetings. Divisions shall submit requests to the Executive Director, MOS. The Executive Director will submit requests to the Administrator, FAS, as required by Title I, Chapter 5, Departmental Regulations. (See paragraph VII.) The FAS is responsible for coordinating Department recommendations and securing approvals necessary from other agencies of the Department, including Security and Investigations, Office of Personnel, Office of Budget and Finance, and the Office of the Secretary.

VI CRITERIA FOR AUTHORIZING ATTENDANCE AT MEETINGS

The Agricultural Economics official authorizing attendance at a meeting must give careful consideration to the availability and prudent use of funds and determine that the meeting is of benefit to the furtherance of

(VI)

programs of Agricultural Economics and the Department. Before requesting or approving attendance at meetings, the following factors should be carefully considered:

A The propriety of ERS, SRS, SEG, or MOS being represented and reasonableness as to number of employees attending.

B Whether the specific reasons for attendance fully justify the expenditure of time and public funds.

C Avoidance of interference with or neglect of the primary work of the employee concerned.

D Economy in the expenditure of public funds.

E Conformity with Department and Agricultural Economics policies as to the substance of any matter to be presented.

F Coordination of representation when more than one agency of the Department or division of ERS, SRS, SEG, or MOS is concerned. In some cases it may be feasible for one employee to represent more than one agency or division, taking into consideration the location of the meeting and the location of the employee selected to attend the meeting. In any case, interchange of information with respect to material to be presented, or information acquired, will be desirable.

VII OBTAINING APPROVAL TO ATTEND MEETINGS

Employees attending meetings must obtain approval for attendance prior to their departure for the meetings. Authorization for attendance as set forth in this circular is required in addition to any necessary travel authorizations. (If an employee desires to attend a meeting in an unofficial capacity on annual leave or leave without pay, at no expense to the Government, no authorization or action other than approval of leave in the usual manner is necessary.)

A Request for Authorization.

1 Form of Request. Form AD-179, Request To Perform Foreign Travel or Attend Meeting, shall be used to obtain approval for attendance at domestic (except local) and international and foreign meetings. A memorandum may be used to obtain approval for attendance at local meetings when written approval is necessary.

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2 Information Required.

a Domestic Meetings. The AD-179 or memorandum request should include:

(1) Name, position, and official station of each employee for whom authorization to attend is requested.

(2) Estimated cost of travel and per diem for each employee who will attend.

(3) Name, place, opening date, and duration of the meeting. (Indicate dates employee plans to attend if different from duration.)

(4) Type and purpose of meeting.

(5) Degree and nature of participation of each employee who will attend.

(6) Statement explaining how the work of ERS, SRS, SEG, or MOS requires or will benefit from attendance.

b International and Foreign Meetings. In addition to the information required in subparagraph a above, request for approval to attend an international or foreign meeting should include the following:

(1) The capacity in which each employee is to attend; i.e., whether an official U. S. delegate, representative of the Department, or as an individual.

(2) Source of funds proposed to finance the expenses (salary, travel, other) to be incurred in attending the meeting for each nominee.

(3) If additional foreign travel is to be performed incident to attendance at a foreign meeting, include information about such travel.

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B Preparation and Routing of Requests. Prepare AD-179 in accordance with the instructions on the back of the form. The number of copies required will vary depending upon the administrative need for copies. In all cases prepare a copy for each employee attending the meeting in addition to a minimum of original and three copies for domestic meetings and a minimum of original and six copies for international and foreign meetings.

1 Domestic Meetings. Forward requests for approval to attend domestic meetings as indicated below at least two weeks in advance of the date of the meeting.

a National Meetings. The division director shall sign requests (AD-179) for approval to attend national meetings (those originating in the field as well as in Washington) as requesting official and forward them to the Office of the Executive Director, MOS. Upon approval, that office will return all copies indicating approval for attendance to the division.

b Regional Meetings. The branch chief, or head of a regional, State, or area office shall sign AD-179 as requesting official and forward the request to the division in Washington. Upon approval, the division shall retain one copy and return other signed copies to the requesting office.

c Statewide Meetings. The official in charge of the requesting office shall sign the AD-179 and forward it to the division in Washington. Upon approval, the division shall retain one copy and return other signed copies to the requesting office.

d Local Meetings. If written approval is required, the official in charge of the requesting office shall sign the memorandum request and forward it to the appropriate approving official as indicated in Section V A 4 above. The approving official shall return signed copies indicating approval for attendance to the requesting office.

2 International and Foreign Meetings. When a division or an employee of Agricultural Economics receives direct an invitation to an international or foreign meeting, such invitation shall be referred promptly

(VII B 2)

to the Executive Director, MOS. The Executive Director will determine departmental representation and/or obtain authority for acceptance of invitation. No invitation shall be accepted until notification is received from the Foreign Agricultural Service that approval has been obtained. Any acknowledgment of the invitation should be so worded as to avoid an impression of definite acceptance.

a Obtaining Approval.

(1) As soon as it is known that an employee is to attend an international or foreign meeting, the division or staff office shall initiate recommendation for attendance on AD-179 in an original and six copies plus any extra copies the division or office wishes returned. Sufficient time (when possible, 60 days in advance of the employee's scheduled departure) must be allowed for obtaining security clearance, and a passport when foreign travel is involved.

(2) Forward the request to the Office of the Executive Director, MOS, for review and submission to Foreign Agricultural Service. Upon approval, the Office of the Executive Director shall return approved copies to the originating office.

b Security Clearance and Passports. Upon receipt of approval for attendance at an international meeting, the division shall immediately:

(1) Prepare a memorandum (two copies) to the Division of Personnel, MOS, requesting security clearance. Give the purpose of the meeting and the home address of the employee. If foreign travel is involved, give a detailed itinerary for the approved travel. The itinerary must include the approximate date of arrival and departure for each city to be visited.

(2) For foreign travel, prepare a request for a passport on Form AD-121, Passport Request, in an original and five copies. Send these to the Executive Director, MOS, for processing and forwarding to FAS. Exhibit A, attached, contains information on making application for a passport.

(V B 2 c)

c Medical Requirements. Employees who are to perform official foreign travel shall have medical examinations and obtain certificates of health, when required, prior to such travel. The Division of Personnel shall arrange for all necessary medical services. Exhibit B, attached, contains procedures for obtaining necessary medical services.

3 Notification to Employee That Attendance Is Approved. Upon receipt of approved copies of the request from the approving official, the office which requested approval for attendance at the meeting shall send a copy to each employee attending the meeting as notification that attendance is approved.

VIII CRITERIA FOR DETERMINING RESPONSIBILITY AND METHOD OF FINANCING

Determination that benefit accrues to ERS, SRS, SEG, or MOS from attending a meeting may be justifiably based on the fact that the purpose of attending is either that of giving or acquiring information on subjects relating to the work of those agencies, when such representation is (1) necessary for the performance of the functions of Agricultural Economics, or (2) will further its work. In some instances, other Government agencies or organizations outside the Department may derive benefits from an ERS SRS SEG, or MOS employee attending a meeting and therefore agree to pay all or a share of the expense. In any event, the financial arrangements must be stated on the Form AD-179.

A If attendance of an ERS, SRS, SEG, or MOS employee at a meeting either exclusively or substantially benefits those organizations, the entire expenses normally would be financed from either an ERS or SRS appropriation or fund.

B When another Government agency will substantially benefit from an Agricultural Economics employee attending a meeting, a reimbursable agreement (under Section 601 of the Economy Act) may be made between the agencies involved to share the expenses of attendance at the meeting. The written agreement should specify the expenses to be borne by each, based on the proportionate benefit to each.

C Should an organization (which is not tax exempt) outside the Department receive benefits from attendance, formal cooperative agreements requiring Departmental approval must be made with such organizations, in which provision is made for the organization to pay all or part of the expenses of attendance of Department employees. To avoid possible legal complications, monies provided by the outside organization shall not be accepted by the employee, but paid only to the agency.

(VIII)

D Should an organization (which is tax exempt) outside the Department receive benefits from attendance, ERS, SRS, SEG, or MOS may arrange with such organization, through memorandums of understanding, to accept payments for related expenses. Care must be taken that the organization was tax exempt before the payment is received. Again, to avoid possible legal complications, monies contributed by such organization should be paid direct to ERS or SRS and not to employees attending the meeting.

IX FILES OF APPROVALS

Divisions shall maintain, by calendar year, files of approvals (AD-179's) to attend national, regional, and statewide meetings. Such files are necessary to provide information on attendance at these meetings as may be required by the Department.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

Passport and Visa Information for Agricultural Economics Employees Traveling Abroad

I APPLICATION FOR PASSPORT

A Washington. Employees located in Washington, D. C., who are to perform foreign travel shall consult the Foreign Travel Branch, Foreign Agricultural Service (FAS), for information on making applications for passports.

B Field. Employees located in the field who are to perform foreign travel shall apply for passports before a clerk of the nearest Federal or State court authorized by law to naturalize aliens or the nearest passport agency. The applicant should indicate that he is applying for an official PASSPORT.

1 The applicant shall establish his identity to the satisfaction of the clerk of the court or passport agent. Proof of identity may be established through a personal knowledge of the applicant by the clerk or agent, or by one of the following items of identification. The item used shall contain (a) the signature and (b) either a physical description or a photograph of the applicant.

a Previous United States passport,

b Naturalization certificate,

c Driver's license, or

d A Government identification card or pass.

2 When filling out the application for passport, it will be necessary to indicate where the passport should be sent. The applicant should request that the passport be sent to the Foreign Travel Branch, Foreign Agricultural Service, United States Department of Agriculture. This is necessary in order that the FAS may secure visas when required.

3 The applicant should request the clerk of the court to direct the application to the attention of Passport Office, Department of State, Washington 25, D. C., and should furnish the clerk the necessary postage for airmail special delivery.

(I)

C Application by Members of the Traveler's Family. Members of the family of the traveler should make separate application for passports if they contemplate traveling to the foreign country.

II REQUIREMENTS FOR PASSPORTS

The following requirements apply to both Washington and field employees.

A Evidence of Birth. The applicant is required to present a birth certificate or an affidavit of birth executed by parent, brother, sister, or other relative (preferably an older person), or attending physician, setting forth the date and place of birth; naturalization certificate or naturalization certificate of parent through whom citizenship was derived; or an expired or unexpired passport issued since January 2, 1918. The Foreign Travel Branch, FAS, or the clerk of the court will supply affidavit forms if needed. (For evidence of birth not of the nature mentioned above, consult FAS or the clerk of the court.)

B Photographs. Photographs (in duplicate) less than two years old are also required. They must be full-face on thin paper, with a light background, and not over 3 by 3 inches, nor less that $2\frac{1}{2}$ by $2\frac{1}{2}$ inches in size. When dependents are included, they should be shown in a group photograph with the applicant. When having the photographs made, the traveler should obtain at least four additional prints, as well as the negative, if possible, for visa use when required.

III FEE FOR PASSPORT

The fee for an official passport is not to exceed $2 (reimbursable on expense account) to be paid to the clerk of the court.

Obtaining Medical Services Required for Foreign Travel

Required medical services for employees who are to perform official foreign travel shall be obtained as set forth below. If laboratory tests are required, the division concerned shall pay the necessary charges.

A Washington. Required medical services for Washington employees who are to perform official foreign travel shall be obtained from the Department Health Unit and the U. S. Public Health Service.

1 The Division of Personnel, MOS, when alerted by the request for security clearance to perform foreign travel, shall:

a Initiate Form SF-78, Certificate of Medical Examination, and send this form to the

b Prepare and send to the employee a letter to the Public Health Service requesting required inoculations;

c Make appointment with the Public Health Service for necessary immunizations and notify employee;

d Make appointment for the medical examination and notify the employee as to the time of the examination by the Medical Officer of the Department who will also issue a certificate of health, when required; and

e Upon completion of medical requirements, file the SF-78 in the employee's official personnel folder.

2 The employee when notified shall (a) go to the Public Health Dispensary, 4th and C Streets, S. W., to obtain immunizations at the time and date indicated, taking with him the letter request prepared by the Division of Personnel; and (b) take the medical examination at the time appointed. If a certificate of health has been issued he should retain it in his possession.

B Field. Required medical services for field employees who are to perform official foreign travel shall be obtained from a Federal medical officer (Army, Navy, or any Government agency having a medical officer), or a designated Federal medical examiner, if possible. If none of these are available, the services of local physicians may be obtained.

(B)

1 The Division of Personnel when alerted by the request for security clearance to perform foreign travel, shall:

a Prepare SF-78 and a letter requesting necessary immunizations, medical examination, and issuance of a certificate of health, where required;

b Send the letter, together with SF-78, to the employee; and

c Upon completion of medical requirements, file the SF-78 in the employee's official personnel folder.

2 The employee shall present the SF-78 and the letter to the medical officer or physician, and upon completion of medical requirements, forward the SF-78 to the Division of Personnel for filing in his personnel folder. If a certificate of health has been issued he should retain it in his possession.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 37

Employment Under Letter of Authorization

I PURPOSE

In order that the employment of temporary personnel under Letter of Authorization may be uniform throughout ERS, SRS, and MOS, the procedure outlined herein shall be followed.

II GENERAL

Letter of Authorization (LA) employment is an appointment procedure which may be used outside the Washington, D. C., area to make temporary appointments when there is need for emergency assistance.

III LETTER OF AUTHORIZATION EMPLOYMENT OFFICERS

The officials who have been delegated authority in Agricultural Economics Circular No. 6 (amended by Agricultural Economics Circular No. 22) to employ personnel under Letter of Authorization are referred to as LA Employment Officers. Any additional designations of LA Employment Officers shall be reported in writing to Division of Budget and Finance (DBF), MOS, and a copy sent to Division of Personnel, MOS.

IV TYPES OF APPOINTMENTS THAT MAY BE MADE UNDER LETTER OF AUTHORIZATION

LA employment procedures may be used for employment on a WAE (when actually employed) basis for the two types of appointment given below. All other appointments shall be recommended on SF-52, Request for Personnel Action, for approval of the Division of Personnel and formal appointment procedure.

A 30-day "Special Need" under CSC Regulation 2.302 (b). When necessary to meet any legitimate need that cannot be served through appointment under some other existing authority, temporary appointment without examination for NOT TO EXCEED 1 month is permitted under LA

(IV A)

procedure. A 30-day LA appointment may not be extended nor may more than one such appointment be given to the same person during any 12-month period.

B Enumerators for Not To Exceed Six Calendar Months. Employment of enumerators on a WAE basis under Schedule A-6.111(a)(5)(iv) is permitted under LA procedure. Total employment under this authority shall not exceed 130 days a service year. Count as a full day all days on which any service is performed. For example, if an employee works only 2 hours a day, this is charged as a full day against the 130-day limit. It is the responsibility of the field office to see that the 130-day limit is not exceeded. Payment of salary cannot be made for any service performed beyond this limit. If there are veteran eligibles available they shall be given consideration in accordance with the general intent of the Veterans' Preference Act.

V RESTRICTIONS ON LA EMPLOYMENT

A Any candidate who has previously served in the Department of Agriculture must be cleared by the Division of Personnel (DP), MOS, before he may be employed under LA. (Under Department regulations, all former USDA employees must be cleared for suitability.) Send DP the name, date of birth, and date candidate is expected to enter on duty. This information may be sent by air mail, or in rush cases, by telegram. DP will wire whether or not the appointment may be made.

B Before appointing an enumerator under LA, obtain from the Washington headquarters office authority to fill the position. (This authority is not required for 30-day "special need" appointments.)

C No employee who answers "yes" to Items 11 thru 15 on Form AD-294 shall be employed under LA, and should not be permitted to start work. This may not preclude appointment in such cases, but the action shall be recommended on SF-52 to DP for prior approval.

D No employee who answers "yes" to Item 10 may be employed unless the LA employment officer determines that he can perform the duties of the position without hazard to himself or others.

E Cooperatively controlled agents shall not be employed under LA.

(V)

F No person who will have access to material or information classified under the Security Regulations as confidential, or secret, may be employed under LA.

G No person may be employed under the 30-day "special need" authority who has been employed in the Department under a "special need" appointment during the preceding 12 months.

H Non-citizens should not be employed without clearance from DP. If no qualified citizen is available and it is proposed to employ a non-citizen, send full name, date of birth, and country of which applicant is a citizen. DP will advise whether the appointment may be effected.

I A minimum age limit of 18 years shall be observed.

VI FORMS TO BE USED

Appointments under LA shall be reported on Form AD-294, Notice of Short-Term Employment. This form is supplied in 7-copy sets.

VII PREPARATION OF FORM

A Appointment. Sample Forms AD-294 are attached as Exhibits A and B. Items 1 thru 31 on all copies are to be completed at time of appointment.

1 Items To Be Completed by Applicant. Items 1 thru 16 on the left side of the form headed "Application" are to be completed by the employee and should be typed, if possible. Otherwise he should use a ball point pen. The LA employment officer should review Items 1-16 to be sure all items are completed. The applicant should sign the form in Item 16 in the presence of the official authorized to administer oaths of office.

2 Items To Be Completed by LA Employment Officer. The right side of the form is the "Personnel Action" and shall be completed on the typewriter by the LA employment officer as follows:

Item 18. Show Agricultural Economics, (ERS, or SRS as appropriate) and any further organizational breakdown such as: Field Operations Division, State Statistical Office, Boston, Massachusetts.

Item 19. Show actual duty station where employee will work.

Item 20. Since only WAE employees will be employed under LA in Agricultural Economics, check item for WAE and show the "NTE" date. For example: for 30-day "special need" appointment effective 7-28-61 show "8-27-61"; for 6-month "enumerator" appointment effective 7-28-61 show "1-27-62."

Item 21. Show first date employee works including date he starts to travel if he reports in travel status.

Item 22. For 30-day "special need" appointments show "CSC Reg. 2.302 (b)." For "enumerator" appointments show Schedule A-6.111 (a) (5) (iv).

Item 23. For 30-day "special need" appointments omit this item. For "Enumerator" appointments show employment not to exceed 130 days. Show the beginning of the service year as the effective date of the appointment (Item 21) if employee has not held a similar appointment during the past 12-month period. If the employee has served under a similar appointment without a break in service of 12 months, show effective date of original appointment. (The service year is always an anniversary date of the original appointment except that a break in service of 12 months or more will result in a new service year date.)

Item 24. Show the position title such as "clerk," "clerk-typist," "clerk-stenographer," "enumerator" and appropriate general schedule (GS) or Wage Board (WB) grade.

Item 25. Show the allotment or work plan code under this item in order that the payroll office can pay the salary from the proper appropriation. Also show the salary rate (usually the base rate of the grade). For GS grades show the per annum rate. For WB grades show the per hour rate. Do not show the per day or per hour rate for GS grades.

(VII A 2)

Item 26. Check "No regular tour of duty." Since LA employment authority is to be used in Agricultural Economics only for WAE employees, it is not expected that a regular tour of duty will be established.

Item 27. Check appropriate space based on information furnished by employee.

Item 28. Check "No." WAE employees do not earn leave.

Item 29. Check "Social Security" unless applicant is under Federal retirement and there is no break in service. In such a case check "Retirement."

Item 30. Give a brief description of the duties to be performed.

Item 31. LA employment office and date signed is to be shown in this item--must be on or before effective date.

B Separation. Item 32 thru 36 on Parts 4, 5, 6, and 7 to be completed at time of separation. If the employee used a pen for items 1 through 16, type the name in item 1 on these parts.

Item 32. If employee leaves voluntarily prior to date appointment expires, check "Resignation" otherwise check "Termination." Under "Effective Date" show last day employee works if appointment is being terminated prior to expiration otherwise show date shown in Item 20.

Item 33. If appointment is being terminated prior to the NTE date, state reason. If employment is being continued by formal appointment, insert "Employment continued without break in service." If employee resigns and it is known that the reason given by him is not the real reason, state both the reason given by him and the real reason. In both terminations and resignations, give any derogatory facts known at the time of separation. Such facts may affect the employee's suitability for future Federal employment or eligibility for unemployment compensation.

Item 34. Show where employee wants final check to be mailed.

(VII B)

Item 35. Give enough details on work performance to determine employee's suitability for future employment.

Item 36. If all items of Government property are accounted for, LA employment officer shall sign this certification. If any items of Government property are lost or damaged, Form AD-112 shall be submitted to DBF, MOS. Leave this item blank if employment is being continued by formal appointment without break in service.

VIII DISTRIBUTION OF FORM

A At time of appointment:

Part 1, give to employee.
Part 2, send to DP-MOS.
Part 3, send to DBF, MOS.
Parts 4, 5, 6, and 7, retain to be completed at time of separation by LA employment officer.

B At time of separation:

Part 4, to employee with SF-8, "Notice to Employee about Unemployment Compensation." (Omit SF-8 if employee is to be continued without break in service.)
Part 5, send to DP, MOS.
Part 6, send to DBF, MOS,
Part 7, retain.

IX CANCELLATION

With the issuance of this Circular, AMS Instruction 321-1, Rev. 1, and ARS Adm. Memo 413.1 both pertaining to LA employment will no longer be appropriate for Agricultural Economics use. Procedure and the authorities for employment of temporary help contained in those issuances are hereby withdrawn for use in Agricultural Economics.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Stafff

AD-294 (3-58) 7 PARTS
EXCEPTION TO SF'S 50,57,61
APPROVED BY BUREAU OF THE BUDGET
MARCH 1958

GUIDE FOR PREPARATION OF AD-294
FOR 30-DAY SPECIAL NEED APPOINTMENT

AE CIRCULAR No. 24
EXHIBIT A

UNITED STATES DEPARTMENT OF AGRICULTURE

NOTICE OF SHORT-TERM EMPLOYMENT

APPLICATION

1. NAME (*last, first, middle*) *PLEASE PRINT*
~~Mr.~~ ~~Mrs.~~ Miss Smith Mary Jane

2. DATE OF BIRTH: 5-27-18

3. SOCIAL SECURITY NUMBER: 518-29-8753

4. HOME ADDRESS (*street, city and State*): 6219 Tremont Avenue, Des Moines, Iowa
PHONE NO.: AL 6-4021

5. IN AN EMERGENCY, NOTIFY: Mr. John W. Smith
PHONE NO.: AL 6-4021
NAME
STREET ADDRESS: 6219 Tremont Ave. CITY & STATE: Des Moines, Iowa

6. Total number of exemptions, including yourself, for income tax purposes: 1

7. DO YOU CLAIM VETERAN PREFERENCE? (*check one*)
☒ NO ☐ 5 PT. ☐ 10 PT. DISAB... ☐ 10 PT. OTHER
IF VETERAN, WAS DISCHARGE ☐ HONORABLE ☐ OTHER (*specify*)

8. If you have ever been employed by the Federal government, give total time: (*civilian and military*)
____ YEARS ____ MONTHS ____ DAYS

ANSWER BY PLACING AN "X" IN THE PROPER COLUMN

(*If your answer to question* 10, 11, 12, 13 14, *or* 15 *is "YES," describe or explain on reverse.*)	YES	NO
9. Are you a citizen of the United States? If answer is "NO," give country in which you are a citizen:	X	
10. Have you a contagious disease or major physical disability?		X
11. Have you been arrested since your 16th birthday for any reason other than a minor traffic violation?		X
12. Have you ever been barred by the U. S. Civil Service Commission from taking examinations or accepting a Civil Service appointment?		X
13. Have you ever been discharged (*or have you resigned after notice of discharge*) from any job because of unsatisfactory conduct or work?		X
14. Are you now employed by, or receiving lump-sum payment from any Federal agency for leave extending into this period of employment?		X
15. Do you receive or have you applied for any annuity from the Federal government under any retirement act, or do you receive any pension or other compensation for military or naval service?		X

16. I swear (*or affirm*) that the affidavits on the reverse of this form and the statements made in this application are true to the best of my knowledge and belief.
(To be signed by appointee)
(SIGNATURE OF APPOINTEE)

17. Subscribed and sworn before me
this 18 day of July, 19 61.
(To be signed by Officer)
(SIGNATURE AND TITLE OF OFFICER AUTHORIZED TO ADMINISTER OATH)

PERSONNEL ACTION

TO EMPLOYEE: This is your official notice of the personnel action described below. KEEP IT FOR YOUR RECORDS.

18. AGENCY AND LOCATION OF OFFICE BY WHICH EMPLOYED:
Economics
AGRICULTURAL ~~MARKETING SERVICE~~
Stat. Reporting Service, Fld.Oper. Div.
State Stat. Office, Des Moines, Iowa

19. DUTY STATION: Des Moines, Iowa

20. NATURE OF ACTION:
☐ FULL - TIME
☐ PART - TIME
☒ WAE
☐ OTHER (*specify*) (Special Need)
APPOINTMENT NOT TO EXCEED 8-17-61 (*month, day, year*)

21. EFFECTIVE DATE OF ACTION: 7-18-61

22. CIV. SERV. OR OTHER LEGAL AUTHORITY: CSC Reg. 2.302 (b)

23. TOTAL EMPLOYMENT NOT TO EXCEED
____ DAYS ____ MONTHS
IN A SERVICE YEAR BEGINNING:

24. POSITION TITLE AND GRADE: (*NOTE: The grade of the position to which you are officially assigned may be reviewed and corrected by your agency personnel office or the Civil Service Commission.*)
Clerk-Typist GS-2

25. SALARY: $3500 ☒ PER ANNUM ____ ☐ PER DIEM ____ ☐ PER HOUR

26. REGULAR TOUR OF DUTY? ☐ YES ☒ NO
If "YES," state days of week and hours of each day to be worked:

27. VETERAN PREFERENCE
☒ NONE ☐ 5 PT. ☐ 10 PT. DISAB. ☐ 10 PT. OTHER

28. SUBJECT TO LEAVE EARNINGS?
☐ YES ☒ NO

29. DEDUCTIONS WILL BE MADE FOR:
☒ SOCIAL SECURITY ☐ CIVIL SERVICE RETIREMENT

30. BRIEF DESCRIPTION OF DUTIES:
To type routine letters, memos., and statistical tables, and file correspondence.

31. APPROVAL OF L. A. EMPLOYMENT OFFICER
SIGNATURE (To be signed by LA Employment Officer)
TITLE Officer in charge DATE 7-18-61

TO EMPLOYEE: THIS IS NOTICE OF YOUR SEPARATION FROM THE ABOVE APPOINTMENT

32. ACTION (To be completed at time of termination)
☒ TERMINATION ☐ RESIGNATION
EFFECTIVE DATE 8-17-61

33. REASONS FOR SEPARATION: (*Give specific reasons; avoid generalized statements.*)
Expiration of appointment

34. FINAL CHECK AND FORM W-2 WILL BE MAILED TO:
☒ NO. 4, ABOVE ☐ NO. 5, ABOVE ☐ OTHER (*specify below*)

35. COMMENTS ON WORK PERFORMANCE AND CONDUCT:
Work better than average. Is an accurate, speedy typist. Would recommend for further employment.

36. I certify that all Government property and permits have been accounted for and that except as otherwise indicated, no amount is due the Government from the employee named herein incident to this employment.
(To be signed by LA Employment Officer)
(SIGNATURE AND TITLE OF L. A. EMPLOYMENT OFFICER)

AD-294 (3-58) 7 PARTS
EXCEPTION TO SF'S 50,57,61
APPROVED BY BUREAU OF THE BUDGET
MARCH 1958

GUIDE FOR PREPARATION OF AD-294
FOR ENUMERATOR APPOINTMENT

AE CIRCULAR No. 24
EXHIBIT B

UNITED STATES DEPARTMENT OF AGRICULTURE

NOTICE OF SHORT-TERM EMPLOYMENT

APPLICATION

1. NAME (*last, first, middle*) *PLEASE PRINT*
Mr. ~~Mrs.~~ ~~Miss~~ Smith John William

2. DATE OF BIRTH: 5-27-18

3. SOCIAL SECURITY NUMBER: 518-29-8753

4. HOME ADDRESS (*street, city and State*): 6219 Tremont Avenue, Des Moines, Iowa
PHONE NO.: AL 6-4021

5. IN AN EMERGENCY, NOTIFY:
NAME: Mrs. John W. Smith
PHONE NO.: AL 6-4021
STREET ADDRESS: 6219 Tremont Ave. CITY & STATE: Des Moines, Iowa

6. Total number of exemptions, including yourself, for income tax purposes: 2

7. DO YOU CLAIM VETERAN PREFERENCE? (*check one*)
☐ NO ☐ 5 PT. ☐ 10 PT. DISAB. ☒ 10 PT. OTHER
IF VETERAN, WAS DISCHARGE ☒ HONORABLE ☐ OTHER (*specify*)

8. If you have ever been employed by the Federal government, give total time: (*civilian and military*)
3 YEARS 2 MONTHS 6 DAYS

ANSWER BY PLACING AN "X" IN THE PROPER COLUMN

(*If your answer to question 10, 11, 12, 13 14, or 15 is "YES," describe or explain on reverse.*)	YES	NO
9. Are you a citizen of the United States? If answer is "NO," give country in which you are a citizen:	X	
10. Have you a contagious disease or major physical disability?		X
11. Have you been arrested since your 16th birthday for any reason other than a minor traffic violation?		X
12. Have you ever been barred by the U. S. Civil Service Commission from taking examinations or accepting a Civil Service appointment?		X
13. Have you ever been discharged (*or have you resigned after notice of discharge*) from any job because of unsatisfactory conduct or work?		X
14. Are you now employed by, or receiving lump-sum payment from any Federal agency for leave extending into this period of employment?		X
15. Do you receive or have you applied for any annuity from the Federal government under any retirement act, or do you receive any pension or other compensation for military or naval service?		X

16. I swear (*or affirm*) that the affidavits on the reverse of this form and the statements made in this application are true to the best of my knowledge and belief.
(To be signed by appointee)
(SIGNATURE OF APPOINTEE)

17. Subscribed and sworn before me
this 18 day of July, 19 61.
(To be signed by Officer)
(SIGNATURE AND TITLE OF OFFICER AUTHORIZED TO ADMINISTER OATH)

PERSONNEL ACTION

TO EMPLOYEE: This is your official notice of the personnel action described below. KEEP IT FOR YOUR RECORDS.

18. AGENCY AND LOCATION OF OFFICE BY WHICH EMPLOYED:
Economics
AGRICULTURAL ~~MARKETING SERVICE~~
Stat. Reporting Service, Fld. Oper. Div.
State Stat. Office, Des Moines, Iowa

19. DUTY STATION: Des Moines, Iowa

20. NATURE OF ACTION:
☐ FULL - TIME
☐ PART - TIME
☒ WAE
☐ OTHER (*specify*)
APPOINTMENT NOT TO EXCEED 1-17-62 (*month, day, year*)

21. EFFECTIVE DATE OF ACTION: 7-18-61

22. CIV. SERV. OR OTHER LEGAL AUTHORITY: Schedule A-6.111 (a)(5)(iv

23. TOTAL EMPLOYMENT NOT TO EXCEED 130 DAYS ____ MONTHS
IN A SERVICE YEAR BEGINNING: 7-18-61

24. POSITION TITLE AND GRADE: (*NOTE: The grade of the position to which you are officially assigned may be reviewed and corrected by your agency personnel office or the Civil Service Commission.*)
Enumerator GS-3

25. SALARY: $3760 ☒ PER ANNUM ____ ☐ PER DIEM ____ ☐ PER HOUR

26. REGULAR TOUR OF DUTY? ☐ YES ☒ NO
If "YES," state days of week and hours of each day to be worked:

27. VETERAN PREFERENCE
☐ NONE ☐ 5 PT. ☒ 10 PT. DISAB. ☐ 10 PT. OTHER

28. SUBJECT TO LEAVE EARNINGS?
☐ YES ☒ NO

29. DEDUCTIONS WILL BE MADE FOR:
☒ SOCIAL SECURITY ☐ CIVIL SERVICE RETIREMENT

30. BRIEF DESCRIPTION OF DUTIES:
Interviews farmers to obtain detailed information on acreage, including measurement to obtain production estimates for wheat survey.

31. APPROVAL OF L. A. EMPLOYMENT OFFICER
SIGNATURE (To be signed by LA Employment
TITLE Statistician in Charge DATE 7-18-61

TO EMPLOYEE: THIS IS NOTICE OF YOUR SEPARATION FROM THE ABOVE APPOINTMENT

32. ACTION: To be completed at time of termination
☒ TERMINATION ☐ RESIGNATION
EFFECTIVE DATE: 1-17-62

33. REASONS FOR SEPARATION: (*Give specific reasons; avoid generalized statements.*)
Expiration of appointment

34. FINAL CHECK AND FORM W-2 WILL BE MAILED TO:
☒ NO. 4, ABOVE ☐ NO. 5, ABOVE ☐ OTHER (*specify below*)

35. COMMENTS ON WORK PERFORMANCE AND CONDUCT:
Employee's work was very satisfactory. He followed instructions intelligently and completed assignments promptly. Recommend for further employment.

36. I certify that all Government property and permits have been accounted for and that except as otherwise indicated, no amount is due the Government from the employee named herein incident to this employment.
(To be signed by LA Employment Officer)
(SIGNATURE AND TITLE OF L. A. EMPLOYMENT OFFICER)

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 38

Agricultural Economics Incentive Awards Committees

I PURPOSE

This Circular establishes Incentive Awards Committees in Agricultural Economics and delegates authority to division directors and Chairmen of the Outlook and Situation Board and the Crop Reporting Board to pay cash awards for superior performance and employee suggestions.

II AGRICULTURAL ECONOMICS INCENTIVE AWARDS COMMITTEE

A Organization of Committee. For maximum objectivity in evaluation of Departmental Honor Award recommendations, a joint committee is hereby established. This Agricultural Economics Incentives Awards Committee shall consist of:

The Executive Director, MOS, who shall be Chairman.
The Director, Division of Personnel, MOS, who shall be Executive Secretary.
The Administrator, SRS (or his Deputy as alternate, when necessary).
The Administrator, ERS (or his Deputy as alternate, when necessary).
Two division directors or board chairmen, one to be appointed from each agency by the Executive Director, MOS. The division directors or board chairmen serving on this committee shall be rotated each year.

B Function. The function of the joint committee shall be to review and evaluate recommendations for awards as set forth below and to develop appropriate recommendations on such awards for consideration of the Director, Agricultural Economics. The Director, Agricultural Economics, will reject recommendations if he disapproves, or recommend approval of them to the Director of Personnel. The committee has jurisdiction over the following awards:

1 Distinguished Service and Superior Service Awards which originate in Agricultural Economics.

2 Cash awards for employees in Agricultural Economics not within the purview of the division incentive awards committees, covered in Paragraph III.

III DIVISION INCENTIVE AWARDS COMMITTEES

A Organization of Committees. An Incentive Awards Committee shall be established for each division. Each committee shall consist of a chairman and at least two additional members to be appointed by each division director.

B Function. The function of the division committees shall be to:

1 Review and evaluate all incentive award recommendations originating within the division. In addition, the committee established in the Agricultural Estimates Division, SRS, shall review and evaluate recommendations originating in the Crop Reporting Board; and the committee established in the Economic and Statistical Analysis Division, ERS, shall review and evaluate recommendations originating in the Outlook and Situation Board.

2 Prepare appropriate recommendations for consideration of Honor Awards by the Agricultural Economics Incentive Awards Committee.

3 Recommend appropriate action on Cash Awards to the division director or board chairman, including the amount of the cash award determined on an equitable basis in instances where monetary award is justified. Where awards would exceed amounts authorized in Section IV A, refer to Division of Personnel, MOS, for further action.

IV CASH AWARDS

A Delegation of Authority To Approve and Pay Cash Awards. Division directors and board chairmen are hereby delegated authority to approve and pay cash awards as follows:

1 Performance awards not in excess of $300.

2 Suggestion and specific accomplishment awards not in excess of $500.

B Tangible and Intangible Benefits for Suggestions. Tables of values developed by the Civil Service Commission and the Department will be furnished by the Division of Personnel to incentive awards committees for their guidance in evaluating employee suggestions in terms of tangible and intangible benefits which result from such suggestions.

C Reviews and Reports. Individual cash awards made by divisions or boards under the foregoing delegation of authority will be post-reviewed by the Division of Personnel for consistency of actions taken under this delegation and for the purpose of periodic reporting to top management on the status of the Incentive Awards Program.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 39

Automatic Data Processing Services

I PURPOSE

This Circular (1) outlines responsibilities for Automatic Data Processing (ADP) in the Statistical Reporting Service (SRS), Economic Research Service (ERS), and Management Operations Staff (MOS); (2) describes the ADP services provided by the Data Processing (DP) Branch, Standards and Research (SR) Division, SRS ; and (3) prescribes procedures for obtaining ADP services, financing, and reporting of costs incident to such services.

II RESPONSIBILITIES

A Program Divisions of SRS and ERS are responsible for:

1 Identifying program areas and activities where ADP systems, techniques, and equipment can be more effectively utilized to advance research, reporting, and policy objectives.

2 Working closely with the DP Branch, SR Division, in the continuing review of programs and activities in:

a Identifying and defining problems felt to be capable of expeditious resolution through ADP and related techniques;

b Undertaking such systems and feasibility studies as are warranted by the problem definition and approved by division directors;

c Determining the circumstances which must be present before commitment of work to ADP, and arranging for issuance of the necessary instructions where changes in present methods for providing the required input data are involved; and

d Reviewing the results of testing, debugging, and other ADP output data at each stage of program commitment and taking appropriate actions in accordance with the operating rules of the DP Branch, SR.

(II A)

3 Providing required subject matter background and support in the formulation of data processing machining problems, the design of equipment systems, and the preparation of computer programs as mutually agreed upon to meet data processing requirements.

4 Initiating requests for data processing services.

5 Consulting with the DP Branch, SR, prior to discussion or negotiation with outside organizations concerning automatic data processing advice or services.

B The SR Division is responsible for directing, coordinating and providing, or arranging for provision of, all electronic and electromechanical data processing services for SRS and ERS, except for data processing in cooperative research projects done at State experiment stations. This includes:

1 Reviewing and advising on requirements, proposals, agreements, and contracts pertaining to utilization of ADP equipment or services within and without the SRS and ERS.

2 Assisting subject matter specialists in the formulation, designing, and planning of data processing systems and applications.

3 Providing assistance in the conduct of ADP feasibility and systems studies in cooperation with other divisions of SRS, ERS, and MOS regarding the practicability of installing data processing systems and equipment.

4 Providing programming services. (See Section VI below).

5 Conducting research for advancing ADP methods of programming, and comparative ADP equipment capabilities, and providing technical consulting services.

6 Developing appropriate commodity and other codes, or coding systems, for general use.

7 Arranging, in cooperation with the Division of Personnel, MOS, for the training of agency personnel in data processing.

8 Maintaining such accounting and cost records systems as prescribed by the Division of Budget and Finance (DBF), MOS.

(II B)

9 Keeping a current inventory of studies in process and applications committed to ADP; and maintaining appropriate card or tape files, programs, flow charts, etc., for future needs or reference.

10 Issuing such handbooks of procedural and operational guidance as may be necessary or desirable for DP Branch operations.

11 Maintaining liaison with the Department's Office of Administrative Management and other agencies.

C MOS Divisions are responsible, within their respective jurisdictions, for:

1 Identifying operating areas in MOS where ADP methods and procedures seem to have application, and working out with other MOS divisions joint informal reviews of such possibilities prior to approval of formal systems studies by the Executive Director, MOS.

2 Working closely with the DP Branch, SR, in the approach to MOS problem definition and proposed solutions in the ADP field.

3 Working closely with the program divisions of ERS and SRS in their respective fields in support of the feasibility and systems studies and related and resulting actions, including employee orientation, information, recruitment, organization, classification, procedures and forms development, budget and financing (including allocating, alloting, recording, costing, and reporting), and site selection and equipment counselling.

4 Reviewing and approving, in consultation with the SR Division, requests from any division in SRS or ERS for electric accounting machines or electronic data processing equipment and equipment that is to be used for, or is potentially usable for, producing data in machine language for ADP systems. Compatibility with existing equipment, choice of equipment, and needs are among the factors that will be considered.

5 Determining procurement method, after consultation with SR Division, to be taken on requests from divisions in ERS and SRS for commercial ADP service.

III REQUESTS FOR DATA PROCESSING SERVICES

A New Work. Unless specifically provided for in memorandums of agreement proposed at the beginning of each fiscal year as indicated in the next section, requests for new data processing work, including an outline of job specifications, shall be submitted to the Director, SR Division. Since proposed new projects frequently require preliminary discussions to help formulate the problem and its scope, a memorandum describing the nature of the proposed work may be submitted immediately following such discussions. The DP Branch shall prepare a statement describing the services believed necessary to accomplish the work, including an estimate of cost and an estimated completion date. The statement of proposed services shall be forwarded to the requesting office for approval by the appropriate officer and returned to the DP Branch, with a copy to DBF.

B Changes or Revisions in Current Projects. Changes or revisions of a comparatively minor nature (i.e., affecting costs by less than about 10 percent) on systems, programming, machine operations may be taken up directly with the head of the DP service unit involved. Otherwise, the proposed changes in existing data processing programs or systems should be discussed with the Chief, DP Branch. The DP Branch will then prepare a statement explaining the change in cost and request approval from the appropriate official in the program division or otherwise take action to be sure that the appropriate official concurs.

IV FINANCING AND REPORTING OF COSTS

A Source of Funds. The DP Branch is financed by reimbursements for services rendered. Usually, billings will be made quarterly on the basis of actual cost of services rendered, including appropriate allowances for overhead. At the beginning of each fiscal year amounts should be budgeted, on the basis of anticipated data processing work, jointly by the SR Division and user divisions and memorandums of agreement prepared. The agreements may be amended as needed to reflect significant changes in plans.

B Basis for Estimating Cost. As a means of facilitating management within the DP Branch and for purposes of estimating costs by project or job, the DP Branch shall continue to maintain detailed employee and machine time records. These time data will be applied to corresponding hourly rates which have been established for each piece of equipment and for personnel time by function, i.e., programming, card punching, clerical work, operating various pieces of equipment, etc. The accounting system will be reviewed periodically by representatives of SRS, ERS, and MOS.

(IV)

C Cost of Reruns. Occasionally it is necessary to make reruns. The cost of reruns necessitated by changes in specifications made by the user Division or because the user Division, after the data were processed, decided to make changes in the data supplied to the DP Branch, will be included in the charges for the particular project involved. On the other hand, the cost of reruns required because of error committed within the DP Branch or because of malfunctioning of equipment will be absorbed; that is, the hourly rates referred to above will include a small allowance that would cover such reruns.

V PRIORITY OF WORK

A General. Data processing jobs requested by user Divisions will be processed in the following order without regard to agency:

1 Recurring jobs having firm, fixed deadlines.

2 Special or urgent nonrecurring jobs where a mutual understanding as to priority has been reached sufficiently in advance of the date work is to be completed.

3 Recurring jobs other than those covered in subparagraph 1, above.

4 Nonrecurring jobs, to the extent budgeted for at the beginning of the fiscal year, in the order received unless another arrangement is agreed to.

5 Other nonrecurring jobs in the order received unless another arrangement is agreed to.

B Time Schedules. As a service unit, the major objective of the DP Branch is to process each job in a manner which will most effectively meet the individual program requirements of the using divisions. To help meet this service objective, users of the DP facilities shall be responsible for contacting the DP Branch at the earliest possible date regarding proposed work. Experience has shown that early notification of data processing work and close coordination between program units and DP Branch Staff tends to assure more orderly and effective work accomplishment. It is strongly recommended that program officials include a member of the DP Branch Staff in discussions of proposed activities involving data processing. Such advance

participation will not only apprise the DP Branch of future workload so it may take preparatory steps, but will provide an opportunity to consider, from a data processing standpoint:

1 The basic system to be used in processing the data.

2 The organization and format of questionnaires or survey forms for purposes of facilitating card punching, i.e., reduce punching costs and errors.

3 Proposed end-product reports and tabulations.

From time to time special nonrecurring ADP jobs develop which may require completion on a short time schedule. The DP Branch will make every possible effort to satisfactorily complete such jobs before an agreeable due date. If the best schedule which the DP Branch can reasonably meet is not satisfactory, the Branch will assist program divisions with the making of arrangements for getting the work done elsewhere.

VI PREPARATION OF MACHINE INSTRUCTIONS

The SR Division has primary responsibility for the preparation of machine programs and maintains a staff of programmers (Programming Section) for this purpose. Computer programs may, however, be prepared by program divisions, but it is recommended that such work be done in consultation with the Programming Section to insure compatibility with conventions and procedures followed by the DP Branch. However, it is preferred that persons whose jobs would be classified in the programmer series, in terms of job classification standards, be located in the Programming Section.

VII TRANSFER OF DATA TO MACHINE MEDIA

A Design of Forms and Questionnaires. The major cost of many data processing jobs is in the transfer of the data from source documents to punch cards or other machine media. This cost may be reduced substantially by taking into account, when source documents are prepared, such things as precoding, the design of the cards to be punched, the physical arrangement of the data on the source document, the provision of checking devices, etc. The sequences in which the data is to be transferred from the source document and legibility are the most important considerations. Therefore, it is recommended that program divisions consult with the DP Branch, and the Administra-

tive Services Division, MOS, when contemplating the design of forms and questionnaires for machine processing.

B Source Data Automation. Significant savings are possible and are being realized in many data processing applications through the use of special equipment which selectively records (punches paper tapes or cards) key data during its initial machine writing or preparation. Automatic typewriters, add-punches, and numerous accounting machines (with the punch feature) are examples of the type of equipment used. The data thus recorded can then be used as direct input or be automatically converted to punch cards or magnetic tape, as desired, for use as input to a computer.

C Transfer of Data by Program Divisions. A division may transfer data to punch cards or paper tapes provided: (1) the volume and uniformity of work, location of work, complexity of the data, or timing requirements justify its maintaining equipment for that purpose; and (2) the design of punch cards or paper tapes to be processed is satisfactory to the DP Branch, SR Division.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 40

Changes in Agricultural Economics Circular No. 24, Obligation Control System for Appropriations and Funds

I PURPOSE

This Circular prescribes pen-and-ink changes in Exhibit A, of Agricultural Economics Circular No. 24, Obligation Control System for Appropriations and Funds. The changes are necessary to clarify the Circular and to bring it in line with current instructions from the Bureau of the Budget.

II PEN-AND-INK CHANGES IN EXHIBIT A

Please make the following pen-and-ink changes in Exhibit A, of Agricultural Economics Circular No. 24.

Page 5, Section V A 1 - Lines 1 and 2, delete "vehicles or other items" and insert "passenger vehicles from GSA motor pools, other agency motor pools, or commercial auto rental companies, such as Hertz, Avis, etc."

Page 10 - Section IX - Lines 3 and 4, delete the sentence "Divisions shall estimate use of GSA motor pool vehicles and prepare MOS-25 accordingly."

Page 14 - Section XIII. At the end of the paragraph, delete, "etc." and add "rental of trucks from GSA motor pools, or from any other source, etc."

III EXPLANATION OF CHANGES

Rentals of passenger vehicles are classified under object class 21 "Travel and Transportation of Persons," and therefore should be included in estimates for travel obligations, and not estimates for automobile operations

(III)

and maintainance. Rentals of trucks are classified under object class 22, "Transportation of Things" and should be reported on MOS-25, Notice of Miscellaneous Obligations, under "Other."

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 41

U. S. Savings Bond Program

The Administrative Assistant Secretary in a Memorandum to Heads of Department Agencies states that:

> One of the most precious commodities Americans share in common is freedom. But its cost and maintenance come high in these threatening and uncertain days.
>
> Never was this more vividly borne out than by President Kennedy in his July 25 Report to the Nation on the Berlin Crisis when he said, in part, concerning his defense spending requests to the Congress and to the people:
>
> > ".....I am well aware of the fact that many American families will bear the burden of these requests..... But these are burdens which must be borne if freedom is to be defended---Americans have willingly borne them before---and they will not flinch from the task now...."
>
> Since his talk, many letters have gone to the President from Americans all over the United States asking how they could help. One of the first ways I can think of is by buying Government savings bonds, thus becoming a partner with our Government in helping to establish national financial stability and maintaining the purchasing power of the American dollar. And the easiest way our people here in USDA can do this is through the machinery already set up for buying these bonds regularly through the payroll deduction plan.

Further, the Administrative Assistant Secretary encourages every USDA employee to exert every effort to participate or to increase his participation in the payroll deduction plan for buying U. S. Savings Bonds. Arrangements for payroll deductions can be made by contacting your administrative officer or the Director, Division of Budget and Finance, MOS. In the words of the Administrative Assistant Secretary, "The time is now. Let's put some drive behind this effort. Let's back the President."

Charles F. Kiefer
Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Employees

August 18, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 42

General Authorization -- Increase in Travel Allowances

I GENERAL

Recent legislation enacted by the Congress and signed by the President increases the maximum rates of per diem allowances for employees of the Government traveling on official business. This same legislation increases the maximum mileage allowances for use of privately owned automobiles, airplanes, and motorcycles. The Bureau of the Budget, in Bureau of the Budget Circular A-7, Revised, dated August 14, 1961, has, however, made each Department of the Government responsible for determining the amounts which may be allowed, within the statuatory maximums, in specific instances.

II DEPARTMENTAL POLICY

The Department of Agriculture in Budget and Finance Memorandum No. 532, dated August 18, 1961, has stated, as a Department policy, that a general increase in allowances is not expected to be necessary, but that Heads of Agencies of the Department may establish new rates for types of travel where subsistence expenses exceed the former maximum. The Department also emphasizes that all travel should be judiciously administered and only essential trips undertaken. All possible economies should be considered, such as better scheduling of work and appointments, elimination of duplication of effort, the use of coach accommodations on trains and planes when possible, and other measures taken as a matter of course by the prudent traveler. Pertinent to the Department's policy of requiring each agency to give careful consideration to possible economies in the agency's travel program is the following statement which is an excerpt from the report of the Senate Committee on Post Office and Civil Service:

> It should be recognized that these are maximum rates to be allowed by the departments and agencies only when the circumstances clearly warrant. The Committee believes, further, that most if not the entire cost of this measure can be absorbed if all official travel is handled in a judicious manner.

III LEGISLATIVE PROVISIONS

The maximum allowances approved by the Congress are as follows:

Per Diem Allowances. The maximum per diem allowance within the continental United States is $16.

Actual Subsistence Expenses. The maximum actual subsistence expense allowance within the continental United States is $30. Actual subsistence expenses may also be authorized for travel outside the continental United States, up to $10 in excess of the normal per diem allowance established for the area involved.

Parking Fees. Reimbursement may be allowed for parking fees incurred for use of privately owned automobiles while in official travel status.

IV AGRICULTURAL ECONOMICS POLICY

A Maximum Per Diem Allowances. Although the maximum per diem allowances have been increased to $16, no allowance in excess of $12 will be authorized until the results of the Departmental study of actual per diem costs are available for application to Agricultural Economics. The study will become the basis for a permanent policy. Accordingly, Agricultural Economics Circular No. 6 as amended by Agricultural Economics Circular No. 22 continues in effect until further notice.

B Maximum Mileage Allowances. Pending completion of the Department-wide study, there will be no change in the Department's maximum mileage allowances. The Department's position, of course, applies to Agricultural Economics and, therefore, the provisions of Exhibit C, Agricultural Economics Circular No. 6 as amended by Agricultural Economics Circular No. 22 shall continue in effect until further notice.

C Actual Subsistence Expenses. The maximum actual subsistence allowances for Agricultural Economics shall be the same as those set forth in Section III of this Circular. The specific allowances authorized for a particular trip, within the maximum allowances, shall be shown on the related AD-202, Travel Authorization Form, required to be issued for travel reimbursable on an actual expense basis.

(IV)

D Parking Fees. Reimbursement for parking fees shall be allowed travelers of Agricultural Economics as set forth in Section III of this Circular. The actual cost of parking fees is an allowable expense for Agricultural Economics travelers effective August 14, 1961.

V STUDY OF TRAVEL COSTS AND ALLOWANCES

To assist the Division of Budget and Finance, MOS, in conducting a comprehensive study for per diem and mileage allowances, it is requested that the divisions submit by September 15, 1961, proposed revisions in Exhibit C of Agricultural Economics Circular No. 5, with appropriate justifications therefor. This information will be utilized in negotiating with the Department for an acceptable plan for the Agricultural Economics.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 43

Community Chest and United Fund Drives

The Secretary has advised of the President's message regarding the Community Chest and United Fund Drives, which will be conducted throughout the country this fall, and requested that it be made available to all employees. Accordingly, set forth below is the text of that message, which the Secretary has endorsed.

THE WHITE HOUSE
Washington

June 26, 1961

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

United Funds and Community Chests this fall will make their annual appeals throughout the country and among Federal Civilian and military personnel for the support of more than 28,000 health, welfare and recreation organizations. Many of these campaigns will include such national agencies as the Red Cross, USO, and others working to eliminate disease and secure the health of us all. Altogether they will be seeking to raise more than $470,000,000 in the largest of all voluntary fund-raising appeals.

We who work in the Government want to assume our full citizen's share of the voluntary support of health and welfare services. The United Fund and Community Chest campaigns provide us with an opportunity to contribute to a wide variety and a large number of organizations through a single appeal.

The Honorable Robert S. McNamara, Secretary of Defense, will serve as Vice Chairman for the Federal Government of United Community Campaigns of America. I am confident everyone will extend full cooperation to the Vice Chairman in these campaigns. Such cooperation should, under the Federal policy on voluntary fund-raising, include

the effective solicitation of all employees, the acceptance of equitable unit goals, and the setting up of an adequate collection method for the convenience of those who wish to make contributions on an installment basis.

It is my hope that employees of your department in each community where it conducts its operations will give thoughtfully and generously to these campaigns.

/s/ John F. Kennedy

Further information with respect to the drives will be made available to you in the near future.

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

supplanted by Chapter 165 of Manual

AGRICULTURAL ECONOMICS CIRCULAR No. 44

Annual Progress Reporting

I PURPOSE

This Circular establishes the procedure for preparing the annual progress report required in connection with the Uniform Project System of the Department, for annual budget estimates, and for other reporting purposes.

II BASIC REPORTING PLAN

The annual progress reporting plan outlined herein is based primarily on the principle that there should be a coordinated reporting system that will meet program management and budgetary needs, but which by its nature and timing will keep reporting requirements of the program divisions to a minimum. The reporting procedure developed on the basis of this plan will serve in (1) obtaining significant achievements data and current programs information to be used in the annual budget submission; (2) reporting progress of work projects in accordance with the Uniform Project System of the Department; (3) developing Agricultural Economics wide reports to the public, the Secretary, and other officials and agencies; (4) summarizing and analyzing current status and trends for management purposes; and (5) furnishing the basis for answers to inquiries or preparation of special reports by staff officers.

III PREPARATION, SUBMISSION, AND DISTRIBUTION OF REPORT

A Preparation. The Annual Progress Report consists of a Work Project Annual Report. Exhibit A, attached, contains information on the preparation of this report including a format and content guide.

B Submission and Distribution. Exhibit B, attached, shows the reports required, period covered, due dates, and other information on submission and distribution.

IV DIVISIONS TO REPORT

The following divisions shall prepare the prescribed reports indicated in Exhibit B:

Economic Research Service

Development and Trade Analysis Division
Economic and Statistical Analysis Division
Farm Economics Division
Marketing Economics Division
Regional Analysis Division

Statistical Reporting Service

Agricultural Estimates Division
Field Operations Division
Standards and Research Division

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

Preparation of Work Project Annual Report

Exhibit A consists of the following:

General Information on Preparation of Report - Page 2

Format and Content Guide for Report - Pages 3 - 7

Example of Detail by Line Project - Page 8

Index of Line Projects - Page 9

Assistance Available. The Staff Assistant, Office of the Administrator, ERS, will, upon request, assist divisions in preparing the report.

General Information on Preparation of Report

I GENERAL

The work project annual report consists generally of the information described in this Exhibit. No printed or processed forms are provided for use in preparing this report. Observe the following when preparing the report.

A Express subject matter simply since the reports are used for varied purposes. Avoid highly technical subject matter whenever possible.

B Enter "Administratively Confidential" in the upper right corner of the first page only.

C Use one side of sheet only.

D Allow $1\frac{1}{4}$ inches on the left margin of each page for binding.

E Enter page number at the lower right corner of each page.

F Provide for signatures on the bottom of the first page of the report and continue the report on succeeding pages.

G Include special information intended only for Agricultural Economics personnel in a covering memorandum attached to the report. This will permit distribution of the report outside Agricultural Economics without modifying the report before distribution.

II SIGNATURES

The original shall bear the signature of the Division Director or his representative and the date on the last line following the word "Recommended." Carbon copies should be facsimilied exactly as the original. Signatures of others within the Division signing under the word "Recommended" are optional. The Administrator of each Service or his representative will sign following the word "Approved."

III SUBMISSION AND NUMBER OF COPIES REQUIRED

Submit the report to the Staff Assistant, Office of the Administrator, ERS. In addition to Division requirements, 35 copies are required.

Format and Content Guide for Work Project Annual Report

Administratively Confidential

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics

1 Work Project No. _____

2 Work Project Annual Report -- Period _____
(See Exhibit B for period covered)

3 Service, Division, and Branch _____

4 Work Project Title _____

_____

5 Overall Work Project Information.

a Purpose.

Provide a brief but informative statement of the goals or results to be achieved by the work reported on.

b Summary of Progress.

Provide a comprehensive statement of progress and accomplishments under the work project during the reporting period. Subjects to be included in the report will vary greatly by work project. The following information is desired:

(1) Factors contributing to or influencing the development or the operation of the project during the reporting period such

	Signature	Title	Date
Recommended:	_____	_____	_____
	_____	_____	_____
Approved:	_____	_____	_____

(5 b (1))

as the economic setting; shifts in emphasis in work and reasons therefor; technological and new developments in the project field; and changes in procedure and program approaches made, if significantly affecting substantive work under the project. Indicate significant trade and industry relationships.

(2) Specific examples of accomplishments during the year being reported. For reports which give detail by line projects, do not include specific examples in this portion of the report, but indicate line project number and page in report where information may be obtained.

(3) Special or emergent conditions which required Federal action. Give a short history of such emergent conditions, their scope, their possible impact, and specific action initiated to resolve the difficulty.

(4) Significant achievements, major improvements, and/or economies in operations which have resulted in improved service to the public or expansion of the program under the work project.

(5) Significant workload data such as professional and clerical man-years, including trends.

c Plans.

State anticipated new developments and phases of work to be given special emphasis during the current year for the overall work project. Also indicate the broad direction the work should take in the next two or three years, assuming continued availability of current funds. Give detail plans by line project under Item 6 a (3).

d List of Publications.

Indicate, in order, the title, author(s), type, and date of publication for each release since the last work project annual report. Indicate, when possible, the line project number(s) under which this work was accomplished. If

(5 d)

publication covers entire or almost entire work project activity, only the work project number is necessary. There should be only a very limited number of such publications. Include all bulletins, reports, books, journal articles, and technical papers stemming from work under the project. Formal addresses may be included if cleared for publication by the Division of Information, MOS, or if already published, either by the Department or by an outside medium.

Following are examples of how to list publications:

(1) Class III Milk in the New York Milk Shed. Part I Manufacturing Operations. Fields W. Cobb, Jr. and D. A. Clarke, Jr. Marketing Research Report No. 379, January 1960. ME 2-25.

(2) Egg Prices and the Factors That Influence Them. Martin J. Gerra and Wayne Dexter. Marketing Bulletin No. 5, April 1960. SR 2-6. (Reprinted in Eastern Feed Merchant, Vol. 2, No. 8, August 1960.)

(3) Changes in Organization, Costs, and Returns on Dairy-Hog Farms in Southeastern Minnesota, 1930-1959. Austin F. Fox, ARS 43-124, October 1960. F.E. d1-1 (rev.)

6 Line Project Information.

If the work project has had no line projects during the reporting period, indicate "No active line projects" in this section of the report, and do not submit Index of Line Projects. THE REMAINDER OF THIS EXHIBIT IS NOT APPLICABLE TO WORK PROJECTS WHICH DO NOT HAVE LINE PROJECTS.

a Detail by Line Project.

Include a separate statement, using the headings given below, on each line project active during the reporting period. All line projects shown on the records of the Central Project Office, Agricultural Research Service, at any time during the reporting period are considered active projects for the purpose of this report. Where closely corresponding line projects may advantageously be grouped together, prepare a statement for each such group.

(6 a)

An example of a Detail by Line Project is on page 8 of this Exhibit.

(1) Identification.

(a) Project Number and Title. Self-explanatory.

(b) Initiated. Give the initial year that work started on this or the superseded project. In a few cases this may have to be approximated.

(c) Anticipated Completion. Give date (month and year) that the line project is presently expected to be completed. This may be earlier or later than the date set at the time the line project description was approved or its latest extension date. The "Anticipated Completion" date should reflect any comtemplated extension or revision of the project necessary to complete the work, and should be consistent with "Plans" for the project as described under 6 a (3). If the project was discontinued during the reporting year so indicate.

(d) Formal Cooperation. For formal cooperation indicate cooperative agreements and memorandums of understanding. Also indicate contracts, if any. Name firms, individuals, or universities involved, giving city and State.

(e) Location of Work During the Year Being Reported. Give city and State where major portion(s) of the work was undertaken. It is not necessary to list location(s) when the work during the year being reported was of a transitory nature. In such cases, give only the headquarters of the work.

(2) Progress and Significant Findings. The opening sentence should provide brief orientation on the problem that the work seeks to solve. The body of the statement should be confined to a concise, specific summary of significant progress, findings, known uses made of the work, groups benefited, and, when possible, estimated dollar value of benefits not reported in the previous year's annual report. Findings previously reported should be included only when

(6 a (2))

they contribute to a better understanding of current accomplishments.

(3) Plans. Indicate in two or three sentences probable completion of portions or all of the work, and the aspects of the work or the approaches to the problem that are now contemplated in the next year or two, assuming continued availability of current funds.

b Index of Line Projects.

Complete and submit as part of the report an Index of Line Projects, the format for which appears on page 9 of this Exhibit. List every line project active during the reporting period under the work project on this Index. In this way, there will be provided an annual check on the line projects associated with the work project. Divisions are responsible for coverage of all line projects active during the reporting period. The Office of the Administrator, ERS, will supply each division with a list of work and line projects to be included in the annual report.

Example of Detail by Line Project

Prepare each line project statement on a separate page.

Detail by Line Project.

(1) Identification.

(a) Project Number and Title. ME 3-34. Economic Analysis of Technological Changes As They Affect the Marketing of Leaf Tobacco.

(b) Initiated. 1957.

(c) Anticipated Completion. June 1962.

(d) Formal Cooperation. The Economic and Statistical Analysis Division has a companion project SR 2-22.

(e) Location of Work During the Year Being Reported. Washington, D. C.

(2) Progress and Significant Findings. Technological changes have affected the quantity and quality of tobacco required in the manufacture of tobacco products with substantial impacts on growers and marketing firms. (See earlier reports for findings.) Information and data on developments during the year were collected. All major brands of cigarettes now use sheet; in doing so the use of stems has been reduced. Two processes for making sheet wrappers for cigars have been successful and test marketing cigars with these wrappers has been carried on this past year.

(3) Plans. The collection of information and data will be continued. If qualified personnel can be secured, an interim report will be prepared.

INDEX OF LINE PROJECTS UNDER WORK PROJECT NO. _____

Work Project Title _____

Line Project Number	Brief Title	Page Number in Report 1/

1/ Give the page number on which the line project is discussed in the work project annual report.

Work Projects To Be Reported by All Divisions - ERS and SRS

Division and Work Projects To Be Reported	Period Covered	Date Due, Office of the Administrator, ERS
Agricultural Estimates		
ES 1-2-3-4-5-6	Past fiscal year	Sept. 15
Development and Trade Analysis		
FAS 1.1-1.2-1.3 (In Part)	Oct. 1 of past fiscal year thru Sept. 30 of current fiscal year	Oct. 30
Economic and Statistical Analysis		
FI 1-3 FP 1-2-3-4 SR 1-2-3-4-5	Oct. 1 of past fiscal year thru Sept. 30 of current fiscal year	Oct. 30
Farm Economics		
FE a 1-2-3-4-5 FE b 1-2-3-4-5 FE c 1-2-3-4 FE d 1-2 FE e 1-2-3-4 ORR-0-0-1 (FE)	Nov. 1 of past fiscal year thru Oct. 30 of current fiscal year	Nov. 30
Field Operations		
ES 1-2-3-4-5-6	Past fiscal year	Sept. 15
Marketing Economics		
ME 1-2-3 MD 2-3-4 TF 3	Oct. 1 of past fiscal year thru Sept. 30 of current fiscal year	Oct. 30
Regional Analysis		
FAS 1.1-1.2-1.3 (In Part)	Oct. 1 of past fiscal year thru Sept. 30 of current fiscal year	Oct. 30
Standards and Research		
MD 1 ES/A 1-2-3-4-5-6 ST/1 - ST/2	Past fiscal year	Sept. 15

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 45

Federal Employees Health Benefits Program

I PURPOSE

This Circular informs employees (1) of the opportunity to change enrollment in the Federal Employees Health Benefits Program, or to enroll if they previously elected not to do so, during the forth-coming open season; and (2) of certain definitions and decisions on "family coverage" which have been furnished by the Civil Service Commission.

II OPEN SEASON FOR CHANGE IN ENROLLMENT OR ENROLLMENT

An open season has been scheduled for OCTOBER 1 through OCTOBER 16, 1961, for the Federal Employees Health Benefits Program to permit eligible employees to change their enrollment, or to enroll if they previously elected not to do so. Any eligible employee who is now participating in the program may during the open season (1) change his enrollment to another Health Benefits Plan, (2) change from one option of a plan to another, or (3) change from self-only enrollment to self-and-family enrollment, or the reverse. Also, any eligible employee who previously elected not to enroll may enroll during this open season, if he desires.

III PLANS AVAILABLE

As in the past, three general categories of Health Benefits Plans will be available in the health benefits program during the next contract period. Most plans are changing some of their benefit provisions and some plans are changing their premiums. A few new plans are being added for certain specific areas.

A The Government-wide plans, Service Benefit (Blue Cross - Blue Shield) and Indemnity Benefit (Aetna), which are open to all eligible employees.

B The Federal employee organization plans which are open to eligible employees who are or plan to become members of the sponsoring organization.

(III)

C The Comprehensive Medical plans which are open to eligible employees who are in the particular geographic area served by the plan.

IV INFORMATION AVAILABLE AND DISTRIBUTION

An Informational Pamphlet giving specific information about the Program and instructions about the open season is being prepared in addition to new brochures for all the plans which will incorporate all changes. A copy of the pamphlet and brochures will be distributed to all eligible employees before October 1, 1961, as shown below. All employees should read these brochures and information pamphlet carefully when received.

A Brochures for the Government-wide plans and the Informational Pamphlet will be distributed to all eligible employees by the Division of Personnel, MOS.

B Brochures for the Federal employee organization plans will be distributed to member employees by the Civil Service Commission. However, any employee who is not a member of an employee organization, but who is eligible to join one and desires to study the plan it offers may request a brochure from the Division of Personnel.

C Brochures for the Comprehensive Medical plans will be distributed by the Division of Personnel to employees in the area served by each plan.

V CHANGES IN ENROLLMENT

Employees who desire to change their enrollment, or who originally elected not to enroll but now wish to do so, will need to complete a new Health Benefits Registration Form, SF-2809. Request this form after you receive the brochures, if you desire to make any change. The SF-2809 must be completed and returned not later than October 16, 1961, to make any change in enrollment. Send to:

Health Benefits Certifying Officer
Division of Personnel
USDA, Management Operations Staff
Washington 25, D. C.

Employees who do not desire to make any changes in their enrollment need take no action.

VI OBTAINING SF-2809

A limited number of SF-2809 will be sent to officers in charge of larger field offices. Employees of these offices should therefore request the form from their supervisors, who should request additional forms from the Division of Personnel, if required. Employees in other field offices and Washington employees should request the form from the Division of Personnel. Field offices should not requisition more forms than will be required during the open season as these forms are not generally to be stocked in field offices.

VII EFFECTIVE DATE OF OPEN SEASON CAHNGES

The effective date of changes in enrollment filed during open season will be the beginning of the first pay period after October 31, 1961, which is November 12 for Agricultural Economics employees.

VIII INFORMATION ON FAMILY COVERAGE

Exhibit A, attached, gives information furnished by the Civil Service Commission on "change in marital status," "change in family status," and "member of family" as they affect family coverage.

IX ADDITIONAL INFORMATION

The Health Benefits Certifying Officer, at the above address (Ext. 7328), will be glad to answer any questions on the forth-coming open season, or other matters pertaining to the Health Benefits Program.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

Decisions on Family Coverage - Definition of "Change in Marital Status," "Change in Family Status," and Member of Family"

This is a statement of interpretations and policy decisions regarding the definition of "change in marital status," "change in family status," and "member of family" as received from the Civil Service Commission.

I GENERAL

In determining who is a member of the family, it is the relation to the employee or retired employee on whose service title to annuity is based that governs. For instance, the stepchild of the wife of a Federal employee is not the stepchild of the employee, even though the child lives in the same household.

Any occurrence which adds to, or subtracts from the number of members of the family is a change in family status. However, as explained later, there are other changes in family status which do not add to or substract from the number of members of the family.

II CHANGE IN MARITAL STATUS

A change in marital status is any one of the following:

Marriage
Annulment
Granting of final divorce decree
Death of spouse

A change in marital status provides opportunity to enroll, or to change enrollment from self only to self and family or the reverse. It also may require change from one family enrollment code to another (female with non-dependent husband to regular family code, or the reverse). (NOTE: It is the responsibility of the employee to report changes in marital status to his employing office. When a female employee enrolled for self and family marries, and the husband is non-dependent, retroactive adjustment, if necessary, to the first day of the pay period in which the marriage occurred, will be made in withholdings and contributions regardless of how long after the event the employing office is informed of it.)

III CHANGE IN FAMILY STATUS

A change in family status which provides opportunity to change enrollment from self only to self and family or the reverse is any one of the following:

- Birth of a child
- Legal adoption by an employee of a child under age 19
- Legal adoption, by another, of an employee's child who was covered in the employee's family enrollment
- Attainment of age 19 of child covered under family enrollment
- Marriage of child covered under family enrollment
- Death of a child covered under family enrollment
- Annulment of marriage of a child under age 19
- Recovery of self-support of a child age 19 or older who has been covered as a dependent
- Entry into, or discharge from, military service of a spouse, or of a child under age 19
- Issuance or termination of an order of a court granting interlocutory divorce, limited divorce, legal separation, or separate maintenance

Other court actions which justify recognition of a change in family status include a declaration that a missing person is presumed dead and a court order specifically requiring an employee to enroll under the Federal Employees Health Benefits Program for his children or to provide health benefits protection for them. (The death of a missing person may be presumed only in accordance with State law.)

Loss, or recovery, of capacity for self-support of a husband who has been covered in a family enrollment, will require a change in the family enrollment code. It is the responsibility of the employee to report loss or recovery of capacity for self-support to the employing office and adjustments in withholdings and contributions will be made on a prospective basis.

Issuance or termination of an order of a court granting interlocutory divorce, limited divorce, legal separation, or separate maintenance, will not permit change from one family enrollment code to another since the parties are still married, and by law the female employee still has a non-dependent husband.

(III)

The specific changes in family status mentioned above are not necessarily all inclusive; there may be other events which could warrant inclusion on the list and which may be added from time to time.

IV EVENTS AFFECTING MARITAL OR FAMILY STATUS

Birth. An employee's child is a member of the family even though born after the death of the employee or after the divorce of his parents. Occasionally, there may be a question of legitimacy. In these cases, State law is controlling.

Death. The death of an employee does not affect the status of his widow or orphans as members of his family, except that under some State laws, the employee's stepchild ceases to be his stepchild when the employee dies.

Marriage. Where a ceremonial marriage is involved, there is ordinarily no question as to the status of the spouse. Although the employee may register to change his enrollment as much as 31 days before marriage, and the change of enrollment may become effective as much as 16 days before the marriage, the bride (groom) does not become a member of the family until the marriage takes place, and is not covered for health benefits on the basis of the spouse's enrollment until the date the marriage actually takes place.

In cases of common-law marriage, where it is recognized by the laws of the State, there may be problems in determining whether a valid common-law marriage exists. Carriers and employing offices should follow applicable State law both in determining whether a common-law marriage exists, and in determining when the marriage was contracted.

Marriage of the employee's child or widow terminates the child's or widow's status as a member of his family.

Divorce. The spouse of the employee or annuitant ceases to be his spouse on the effective date of a decree of final divorce, sometimes referred to as a divorce a vinculo or a divorce from the bonds of matrimony. Other decrees do not affect the status of the couple as husband and wife but effect a change in family status. This kind of a divorce may be described under State law as a divorce a mensa et thoro, a divorce from bed and board, an interlocutory divorce, a decree of separate maintenance, or a limited divorce.

(IV)

Divorce of the parents does not affect the status of their children except that in some States, the employee's stepchild ceases to be his stepchild when the employee divorces the child's parent.

Annulment. Annulment of a marriage has the effect of restoring the status of family member to a person who lost such status because of marriage.

The restoration of status of member of family and restoration of coverage under a continuing family enrollment would date back in the case of a voidable marriage (that is, where the marriage was annulled for fraud or lack of consummation, for example) to the effective date of the annulment decree. (Where the marriage was void initially (ab initio) there is no break in the status of member of the family and coverage continues under a family enrollment without any break.)

Annulment of a voidable marriage is always evidenced by a court decree of annulment. The fact that a marriage is void may or may not be evidenced by a decree of annulment. Other evidences of annulment of a void marriage are: conviction of the spouse of bigamy because of the marriage in question, or a declaratory judgment.

While an annulment restores the status of member of family to a surviving widow who has remarried and to a child under 19 who marries, a divorce will not do so. (However, a child under age 19 who is married and divorced prior to his parent's enrollment in a health benefit plan is a member of the employee's family and will be covered by the employee's enrollment for self and family.)

Adoption. To determine whether a child has been adopted, the carrier and employing office look to the form of the decree of adoption and applicable State law. If the decree is final, there is no question. If the decree is interlocutory and State law provides that the rights of the child generally are the same as those of an adopted child, the child is adopted for health benefit purposes. If there is no decree of adoption, or if the decree merely awards the custody of the child to the adopting parents without establishing any family rights, then the child is not a member of the family, even though the adopting parents have legal custody, are financially responsible and expect to secure a decree of adoption, until a decree is finally secured. Foster children and wards are not members of the family until adopted.

(IV)

Incapacity of self-support. The recovery of capacity of self-support of a child who has reached age 19 terminates his status as a member of the family. Subsequent recurrence of incapacity does not restore his status as a member of the family unless it is found that the incapacity existed continuously. However, a brief restoration of earning power does not necessarily mean that the incapacity did not exist continuously. The determination is based on known facts and medical evidence.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 46

Withholding of State Income Tax - Minnesota

An agreement has been concluded between the Secretary of the Treasury and the State of Minnesota which provides for the withholding of Minnesota State income taxes from the compensation of Federal employees whose regular place of employment is within the State of Minnesota, whether they are residents or nonresidents of Minnesota. The agreement requires that taxes be withheld from wages paid on or after October 1, 1961.

Since exemptions under Minnesota law differ from those under Federal law, each employee whose regular place of employment is within the State of Minnesota must obtain and complete the Minnesota "Employees Withholding Exemption Certificate" as soon as possible and send to:

USDA-MOS (ERS-SRS)
P. O. Box 7267 - Apex Station
Washington 4, D. C.

Obtain the certificates from:

Department of Taxation
Centennial Office Building
St. Paul 1, Minnesota

It is most important that the certificates be submitted as soon as possible since the Fiscal Branch, Division of Budget and Finance, must have the information to determine the amount of Minnesota State income tax that must be withheld, beginning with the pay period September 17-30, 1961, payable October 12, 1961.

Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices, Wash. only
ERS and SRS Field Offices in Minnesota

September 13, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 47

Management Operations Staff
Organization and Responsibilities

The attached MOS organizational structure and summarization of functional responsibilities is furnished for the convenience of both Washington and field personnel. Individual names, room locations, and telephone numbers of officials who direct the various activities are provided for ready reference.

Field offices are encouraged to correspond directly with the appropriate MOS division director, for the attention of individuals named, on any routine matter that does not require prior policy clearance by the program division concerned. If it is necessary that the program divisions have knowledge of the action taken by the field office, a copy of such communication sent to the program division by the field office would normally serve that purpose.

It is suggested that the listing be detached from this Circular and be made readily accessible to persons having need therefor. Additional copies may be obtained from Division of Administrative Services, Records and Communications Branch, Directives (Ext. 7261).

Charles F. Kiefer
Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

DISTRIBUTION: All Divisions and Offices October 10, 1961

MANAGEMENT OPERATIONS STAFF

ORGANIZATION AND RESPONSIBILITIES

MANAGEMENT OPERATIONS STAFF

	Room	Phone
Executive Director, Charles F. Kiefer	214-A	6275
Secretary, Mary P. Hamlin		

Division of Administrative Services

Office of the Director

Director, S. J. Dorick	3033	6921
Secretary, Beverly Lambert		

Business Services Group

(Personnel, fiscal, budget, administrative services and related activities for MOS, the Office of the Director of Agricultural Economics, SEG, and the Administrators and Deputy Administrators of ERS and SRS.)

Head - Lovell McClanahan	3038	7087
Assistant Head - Kathleen D. Beasley	3038	7087
Budget matters including travel and advance of funds - Estell Forman	3038	7087
Administrative services including conference rooms for all of Agricultural Economics - Edna Henry	3038	7087
Personnel matters - Edna Wooster	3038	7087

Procurement and Property Branch

(Procurement and property management and related functions and activities in the administration of ERS, SRS, and SEG programs.)

Chief, Darrell F. Peters	0081	7031
Secretary, Bess Ley		
Property - Donald Hurst, Kathleen Taylor	0081	7253
Purchasing - Bertha Cumbee, Devera Williams	0081	7253
Research contracts, cooperative agreements, and memorandums of understanding - Richard Kloeber, Prudence Thomas	0085	7261
Space and building maintenance - Donald Hurst, Joe Mulcahy	0081	7253
Telephone service - Joe Mulcahy	0081	7253

Division of Administrative Services - continued

	Room	Phone
Records and Communications Branch		
(Records and communications management and related functions and activities in the administration of ERS, SRS, and SEG programs.)		
Chief, Donald Taft	0088	2564
Secretary, Phyllis Farley		
Records Security Officer - William Hillenbrand	0099	4611
Central Files - John Maher	0097	5594
Directives, Department and other Agency issuances - Alice Price	0085	7261
Mail and messenger service - Theodore Pitts	0438	5960
Mailing lists - Marie Fennell		5594
Records systems, disposition and correspondence management, reports - William Hillenbrand, William Wiswell	0099	4611
Reproduction services - Joseph Zuessman, John Seebeck	0088	2564 4834
Penalty mail - William Hillenbrand	0099	4611

Division of Budget and Finance

Office of the Director		
Director, John J. Kaminski	0305	3597
Secretary, Elsie Richardson		
Special Assistant to the Director, Herbert A. Fuchs	0305	3597
Budget Branch		
(Carries out a comprehensive budget program to meet requirements of the over-all programs and activities of ERS and SRS. Individual analysts of the Budget Branch are assigned budget responsibilities for divisions and offices as shown below. Questions relating to budget matters for a particular division or office should be directed to the appropriate analyst, or in his absence to the Section Chief or the Branch Chief.)		
Chief, Francis S. Harrell	0305	6500
Secretary, Doris Parrish		
Legislative Analysis, Michael F. Walsh	0341	3396

	Room	Phone
Budget Branch - continued		
Economic Research Service Section		
Head, Genette H. Jebens	0346	3475
Assignment of budget responsibilities:		
Genette H. Jebens - Econ. and Stat. Anal. Div.	0346	3475
Lorin L. Goodrich - Regional Analysis Div.; Development and Trade Analysis Div.	0346	3476
Elva McCaffrey - Marketing Economics Div.	0346	3476
Leona McHale - Office of Administrator, ERS; Staff Economists Group; Farm Economics Div,; Divisions of Admin. Services and Personnel	0346	3476
Statistical Reporting Service Section		
Head, G. Howard Sears	0341	3397
Assignments of budget responsibilities:		
G. Howard Sears - Agric. Estimates Div.; Crop Reporting Board	0341	3397
Leila V. Gurley - Field Operations Div.	0341	3397
Michael F. Walsh - Office of Administrator, SRS; Office of Executive Director, MOS; Standards and Research Div.; Division of Information	0341	3396
Fiscal Branch		
(Carries out the development and formulation of over-all integrated budgetary and fiscal systems, the central accounting operations including over-all national accounting records and controls, and the operation of a sound financial management improvement program. Prepares reports based on the operations.)		
Chief, Warren A. Morgan	0315	7271
Secretary, (Vacant)		
Assistant Chief, J. J. Anastasio	0315	7272
Accounting Control Section (Allotment, General Ledger, Reports, Reconciliation, Obligation)		
Head, Warren E. Rabbitt	0316	7273
Fiscal Services Section (Payroll, Vouchers)		
Head, Asa M. Sparks	0313	6155

Division of Information

	Room	Phone
Office of the Director		
Director, Wayne V. Dexter Secretary, Marie C. Ciccone	1447	7133
Program Services Branch (Information functions relating to dissemination of current information and economic reporting activities for all programs and activities of ERS, SRS, and SEG.)		
Chief, John C. Baker Secretary, Billie Baldwin	1447	5455
Current Information Section		
Head, Theodore Crane	1447	3006
Economic Reports Section		
Head, Jerry Perlmutter (and Secretary, Outlook and Situation Board)	3041	2255
Publications Branch (Information functions relating to writing, editing, printing and distribution of popular and research publications for all programs and activities of ERS, SRS, and SEG)		
Chief, Joel W. Wheeler Secretary, Romaine Brown	1453	6557
Popular Publications Section		
Head, (Vacant)		
Research Publications Section		
Head, Sally Miller	1459	2254
Publications Distribution Section		
Head, Yolanda Thomas	1467	7255

Division of Personnel

	Room	Phone
Office of the Director		
Director, Joseph P. Findlay	3916	7057
Secretary, Mary B. Warren		
Procedures and Employee Services Group (Development and issuance of personnel policy statements and procedures; reference source on personnel legal, regulatory and procedural matters; counsel on optional employee benefits including Federal Employees Health Benefits and Federal Employees Group Life Insurance; and welfare matters and related activities.)		
Head, Gladys B. Devlin	3921	7328
Secretary, Della Redden		
Classification and Organization Branch (Policy and General - relating to classification of positions, position classification standards, organization studies and functional organization charts, salary administration, and performance rating systems and performance standards.)		
Chief, Robert B. Gilman	3917	7137
Secretary, Nancy Booth		
Assistant Chief, James V. Lewis	3913	7137
Classification Specialist, Norval E. Allen	3913	7137
Employment and Employee Relations Branch (Policy and General - relating to examination, recruitment, selection, placement, transfer, detail, promotion, separation, hours of duty, overtime, leave, retirement, employee adjustments, employee-supervisor relations, grievances, personnel statistics and reports, employee records and files.)		
Chief, John E. Wildman	3914	6295
Secretary, Ruth Ann Hetrick		
Assistant Chief, Joseph A. Ash (Also services the following organizations: SRS, Field Operations Division; ERS, Regional Analysis and Development and Trade Analysis Divisions; MOS, all Divisions.)	3910	6295

	Room	Phone
Employment and Employee Relations Branch - continued		
Employment Specialist, Larry E. Short (Services the following organizations: ERS, Economic and Statistical Analysis, Farm Economics, and Marketing Economics Divisions; SRS, Crop Reporting Board, Agricultural Estimates, and Standards and Research Divisions.)	3912	6295
Personnel Assistant, Elizabeth B. Geiger (Retirement counseling, counseling special cases in employee relations field, operation of the promotion program.)	3908	4375
Transactions Group (Legal documentation of all types of personnel actions; compilation of personnel statistics and reports, and maintenance of employee records and files.)		
Head, Marsland M. Myers	3908	4375
Employee Development, Safety and Incentives Branch (Policy and General - relating to training and employee development; safety and health including medical treatment, occupationsal illnesses, employee health, injury compensation; incentives and awards including honor and cash awards, employee suggestions.)		
Acting Chief, Joseph P. Findlay	3916	7057
Secretary, Bertha Lambeth	3919	6841
Safety and Incentives Awards Officer, Walter R. Maher (Participation in the Branch activities, carrying out the day-to-day activities, particularly in connection with safety and health, and incentives and awards.)	3919	6841

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

superseded by Chapter 27 of AE Manual

AGRICULTURAL ECONOMICS CIRCULAR No. 48

Assignment of USDA Parking Spaces - Washington

I PURPOSE

This Circular (1) establishes responsibility for assigning parking spaces alloted to Agricultural Economics (Economic Research Service, Statistical Reporting Service, Staff Economists Group, and Management Operations Staff) in the courts surrounding the Agriculture Buildings in Washington; (2) prescribes the conditions to be met and the procedures to be followed in applying for such spaces; and (3) outlines the rules regarding the use of the spaces assigned.

II GENERAL

Each year the Department allots to Agricultural Economics a limited number of automobile parking spaces. These spaces are assigned to employees in a manner which will best serve to expedite the transaction of official business and make maximum use of the space which is available.

III OFFICE RESPONSIBLE FOR ASSIGNING SPACES

A Contacts. The Division of Administrative Services (DAS) is the assigning office, and is responsible for all matters concerning parking spaces. All contacts on parking matters should be made by calling the Procurement and Property Branch of that Division, telephone extension 7253.

B Responsibilities of DAS. The DAS shall:

1 Furnish, on or about October 15 of each year, supplies of Form MOS-16, Application for Parking Space, to the administrative officers of each division for distribution to employees of such divisions and offices.

2 Review and evaluate all applications received.

(III B)

3 Assign parking spaces in accordance with the merits of the applications as outlined in Section IV of this Circular.

4 Issue Form AD-153, Parking Permit, to each employee assigned a space; and notify all other applicants of the action taken in their cases.

5 Maintain parking-space assignment records as necessary.

IV QUALIFICATION REQUIREMENTS

In assigning spaces, preference shall be given to:

A Employees who are required to use their cars in the performance of official duties.

B Physically handicapped employees for whom walking or the use of public transportation is difficult or impossible.

C Employees who rotate driving with other employees, or who regularly transport other Department employees to and from work each day. Under this category preference will be given to full car pools having the largest number of employees in Agricultural Economics. Time required by the use of public transportation will also be a factor in the evaluation of applications.

V SUBMISSION OF APPLICATIONS

A Employees meeting the necessary qualifications (see Section IV above) may apply for parking spaces by completing and transmitting Form MOS-16 (original only) to DAS. A car pool consisting of employees of more than one agency should make application to each agency. Only one application should be submitted for each agency.

B Applications must be submitted to DAS one month prior to the new assignment period. All employees will be notified in sufficient time to submit applications.

C When an application is based on the use of an employee's car for official business, the required statement on the reverse of the form as to the purpose of, and necessity or desirability for such use must be approved by the employee's division director.

VI RULES GOVERNING THE USE OF PARKING SPACES

A summary of the rules governing the use of parking spaces is attached as Exhibit A.

VII OCCASIONAL OFFICIAL PARKING

When it is necessary for an employee to have court parking space in connection with occasional official business, he may arrange for such space by calling the assigning office before 4 p.m. on the preceding workday.

VIII ACCIDENTS

Accidents occurring within or at the entrances to the courts are the personal responsibility of the drivers involved.

IX UNAUTHORIZED PARKING

Under arrangements with the Metropolitan Police of the District of Columbia, cars may be impounded or fines levied for violation of parking regulations. Accordingly, employees are cautioned to display their parking permits when parking in courts, to use only the space assigned to them, and to otherwise conform to the rules governing use of parking facilities.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

RULES GOVERNING THE USE OF PARKING SPACES

The following is a summary of rules governing the parking of personal cars in the parking courts of Agricultural buildings in Washington, D. C.

1 Allocation of spaces - The Office of Plant and Operations allocated spaces to the Agencies on a pro rata basis. The Division of Administrative Services, MOS, has the responsibility of assigning spaces to Agricultural Economics (AE) employees in accordance with Department and AE regulations.

2. Term of Assignment - Spaces are normally assigned for the period beginning about November 15.

3. Rules for Parkers -

a. Parking permits must be displayed on the sun visor (driver's side) of the car and the visor lowered so that the permit is visible from the outside of the car.

b. Cars should be parked within the lines marked in the courts. The increased length and width of modern cars has created problems of maneuverability. This could be alleviated by increasing the width of the spaces but only at the expense of eliminating about 15 percent of the available spaces.

c. Only the person to whom a space is assigned, or a member of his car pool listed on the application, shall use the assigned space.

d. When an assigned space is not expected to be used on a regular workday, the assigning office shall be notified, on extension 7253, of this fact before 4 p.m. of the preceding workday, so that the space may be made available to another employee. Unused parking spaces shall not be made available to other employees by permit holders.

e. A permit holder, on finding space assigned to him occupied by another car, shall promptly notify the assigning office of this fact, giving the make and license number of the car occupying the space. He shall not occupy another space without the permission of the assigning office.

F. Certain areas in the courts have been marked as non-parking area. These have to be kept clear to provide access in case of fire and it is, therefore, essential that none of these be used.

g. Cars will not be permitted to remain in parking areas overnight.

4. Revocation of Permits - Assignments will be subject to revocation at any time during the assigned term if (1) the space is needed to meet a higher priority official business requirement, (2) the conditions of an application upon which space assignment was based are significantly changed, or (3) rules for the use of assigned space are violated.

5. Policing Parking Areas - The General Services Administration has the responsibility of providing policing of the parking courts. Policing action is limited to checking on violations of parking regulations and unauthorized parkers. Through cooperation with the District of Columbia, Maryland, and Virginia, owners of illegally parked cars are identified.

GSA issues a warning ticket for the first offense; for the second offense, a traffic ticket is issued in the same manner as for illegal parking on the streets of the city. Through arrangement with the District of Columbia Government, those tickets have the same force as those issued on the streets. In the event that a violator persists, or a car is so parked that it creates a safety hazard or interferes with the orderly movement of traffic, GSA will arrange to have the car impounded at the 4th Precinct of the Metropolitan Police. No warning is given in the latter situation.

6. Careful Operation - The parking areas are congested. It is , therefore, essential to observe posted instructions and to drive carefully and at low speed. Particular attention should be paid to stopping before crossing the sidewalk on leaving the court and in driving through the courts counter-clock-wise. Tickets may be issued for careless driving.

7. Accidents - Accidents occurring in the courts are the responsibility of those involved. In the event there is a traffic violation, a ticket will be issued.

8. Special Areas - Court 4 of the South Building and the Apron in front of the Administration Building are policed continuously. The following rules apply to these courts.

a. Court 4 - This court provides the only space for visitors in the Department and must not be used by Department employees stationed in Washington. Parking in Court 4 by visitors is limited to two hours unless specifically authorized by the Administrative Services Division of the Office of Plant and Operations, Extension 6153.

b. Apron - Space is provided on the Apron for official cars assigned to the Office of the Secretary and for certain members of the Secretary's staff. Then too, this area is used as the principal entrance to the Department for members of Congress, members of the diplomatic corps and others of similar rank. No Department employee, except as mentioned above, is authorized to park in this area.

9. Prohibited Practice - The practice by some employees of illegally parking in a court until 9:30 a.m. and thereafter moving car to street parking is a violation of parking rules.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 49

(Amendment 1 to 49

Recommendations for Personnel Actions by Field Offices, Statistical Reporting Service

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EXHIBITS

A - Checklist of Various Types of Appointments

B - Instructions for Requesting Certificates from the CSC

C - Instructions for Contacting Eligibles and Making Tentative Selection

D - Instructions for Preparation of SF-52, Request for Personnel Action, by Recommending Officer

E - Instructions for Making Pre-Employment Suitability Checks - Forms AD-291 and AD-292

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 49

Recommendations for Personnel Actions by Field Offices, Statistical Reporting Service

I PURPOSE

This Circular outlines the policy and procedure to be followed by field offices, SRS, in the selection and recruitment of clerical and other non-professional personnel and in recommending personnel actions to the Division of Personnel (DP), MOS. The Circular is issued to facilitate the operations of SRS field offices and will be followed by permanent instructions. It is designed to permit field offices to process in the field certain aspects of the personnel appointment procedures which will expedite the selection and recruitment of non-professional personnel.

II GENERAL

The use of the system outlined herein is not mandatory, but SRS field offices are encouraged to adopt the system which has been developed in the interest of expediting appointing procedures. If the system is adopted by a field office, the procedure outlined herein must be followed.

III POLICY

SRS field offices are authorized to contact the Civil Service Commission (CSC) to obtain certificates or other recruiting authority. (Exhibit B, attached, lists United States Civil Service Regions with areas served.) SRS field offices may also make tentative selections, initiate suitability checks, and obtain the required appointment forms. These actions may be taken, in accordance with procedures prescribed herein, for clerical and other non-professional personnel when personnel are not available under the promotion program of Agricultural Economics. (DP has final responsibility for approving or disapproving the recommended appointment. No commitments shall be made by the field office to persons selected until the appointment is approved by DP.)

IV FILLING NON-PROFESSIONAL POSITIONS

When need for an additional non-professional employee develops in an SRS field office because an employee is leaving, additional volume of work, or other reason, the field office shall proceed as follows:

A Classification of Position. If a position is not already classified, submit draft of proposed position description with suggested grade and an SF-52, Request for Personnel Action, requesting classification of the position. DP will establish the proper grade and title, type the description in final form, and return an approved copy to the field office.

B Authorization To Fill Vacancy. Request authorization to fill the vacancy from the division headquarters office, Washington, D. C. In addition, obtain any other administrative approvals required by the headquarters office.

C Filling Positions Under Promotion Program. If the position to be filled is covered by the Agricultural Economics Promotion Plan (Agricultural Economics Circular No. 14), take the following steps:

1 Complete SF-52 in duplicate to request a promotion register from DP. Show title and grade of position and position number. Show under remarks of the SF-52 any special qualifications required for the particular job. DP will furnish a promotion register with appraisal forms and return the original of the SF-52. Request for a promotion register may be included in SF-52 requesting classification of position when position is not already established.

2 Contact the supervisors of the eligibles on the register to arrange for interview if in a different division and in the local area. Explain to the supervisor that the employee's name was furnished by DP on a promotion register.

3 If an employee in another division or branch is selected from a promotion register, negotiate for a mutually agreeable release date and show that date as "recommended effective date" in Item C of SF-52. Enter employee's name on the SF-52, show the reason for selection on promotion register, sign and date the promotion register. Return the SF-52, promotion register, and all attachments to DP for processing. DP will advise the field office of the approval of the promotion and confirm the effective date. (Effective date will be established as the first day of a pay period whenever possible, but must be a date after the action is approved by DP. Promotions may not be approved retroactively.)

(IV)

D Filling Positions by Appointment. When positions cannot be filled from a promotion register or are not covered by the promotion plan, they may be filled by the various types of appointments shown in subsection E, below. With the exception of Letter of Authorization appointments authorized in Agricultural Economics Circular No. 37, DP has the final responsibility for approving or disapproving a recommended appointment. Field offices of SRS shall forward recommendations and appropriate material for appointments to DP. Detailed information on appointments and related material is given in the attached exhibits as follows:

1 Exhibit A is a checklist of the various types of appointments. The exhibit shows whether or not CSC certificate or authority is required, and the forms normally required for each type of appointment. Any additional forms required for a specific case will be requested by DP. The forms indicated should be obtained for each type of appointment and submitted to DP with the recommendation for appointment with the exception of SF-78, Certificate of Medical Examination.

2 Exhibit B gives instructions for requesting certificates of eligibles from CSC, when applicable. The exhibit illustrates the filling out of SF-39, Request for Certification; and gives a listing of United States Civil Service Regions.

3 Exhibit C gives instructions for contacting eligibles and making tentative selection, and illustrates the filling out of Optional Form No. 5, Inquiry As To Availibility.

4 Exhibit D gives instruction for preparing SF-52, Request for Personnel Action; and illustrates the preparation of the form.

5 Exhibit E gives instructions for making preemployment checks and illustrates the preparation of Forms AD-291, School and College Inquiry, and AD-292, Employment Inquiry. Preemployment checks must be made for all candidates to be employed for more than 6 months.

6 Exhibit F gives instructions for obtaining medical examination reports and illustrates preparation of SF-78, Certificate of Medical Examination.

(IV D)

7 Exhibit G gives instructions and illustrates completing SF-85, Security Investigation Data for Non-Sensitive Positions.

8 Exhibit H gives instructions for obtaining finger prints.

9 Exhibit I lists qualification standards for applicable positions.

10 Exhibit J gives instructions for administering oaths of office.

11 Exhibit K lists places where Civil Service Examinations are held.

12 Exhibit L shows preparation of Form OF-4b.

E Types of Appointments Commonly Used in Field Offices. The types of appointments shown below are not all-inclusive, but represent the ones most commonly encountered by field offices. Where appropriate (Exhibit A), request a certificate of eligibles from the appropriate Civil Service Regional office. (See Exhibits A and B.) If a special situation develops for which none of the appointments listed is appropriate, contact DP for advice.

1 Career-Conditional Appointment. This is the normal type of appointment given to persons hired from CSC certificates of eligibles to fill positions which will continue for more than one year. These appointees acquire competitive status after completion of 1-year probation but continue to serve under career-conditional tenure for 3 years, after which they attain full career status. For such appointments submit request for personnel action on SF-52 to DP, after contacting eligibles and making tentative selection. (See Exhibit C and D.)

2 Temporary Appointment Pending the Establishment of a Register (TAPER). CSC will authorize recruitment for a TAPER appointment when there are insufficient names on a register and no open competitive examination appropriate for the position. TAPER employees do not acquire competitive status. They may not be promoted or reassigned to a different position for which the original authority is not appropriate. When TAPER authority has been issued by CSC and it is necessary to recruit, the procedures below should be followed. All copies of the CSC authority must be sent to DP with the SF-52 recommending appointment of the applicant selected.

(IV E 2)

a An order must be placed with the local Employment Service Office, but contacts may be made with other appropriate recruiting sources. Such sources are: personnel offices of other Federal agencies; business or high schools, universities, or colleges; veterans' organizations, etc. Services of commercial offices which charge a fee for placement may not be used. When placing a request for qualified persons, specify that preference in referral be given in the following order:

(1) Ten-point preference veterans with compensable disability of 10 percent or more.

(2) Other veteran preference eligibles with 10- or 5-point preference.

(3) Others.

b A list shall be maintained showing the grade and title of position for which recruitment is undertaken with the starting and closing date applications are accepted. This list shall contain the names and priority groups of applicants considered for a position, the date selection is made, and the name and priority group of the person selected.

c Applications shall be accepted on a systematic basis which insures fair treatment for all candidates and complies with the Veterans' Preference Act. On all applications show the date received, the priority group, the title and grade of the position applied for, and whether qualified or not qualified and the qualification standards used. Show all qualification standards used as "Civil Service Handbook X-118," which is the handbook qualification standards from which the attached standards (Exhibit I) have been excerpted.

d All applications which are accepted shall be maintained for inspection by DP or the CSC except that the application for the person selected shall be sent to DP with the SF-52. Maintain these applications in a special "Applicant Supply" file by priority groupings.

e All appointees must meet the Commission's qualification standards, including a written test when the standards require such a test. All applicants shall be given an opportunity to qualify in a written test when it is required. (A resumé of the qualification standards for positions for which this Circular is appropriate is attached as Exhibit I.) Arrangements may be made with the office of the CSC issuing the authority to send examination papers to a local office designated to give examinations for conducting the examination. (A list of such offices is attached as Exhibit K.)

f Since the grade level at which typists and stenographers who meet the experience requirements can be appointed is dependent on the rating made in the written test, request the examiner to rate the papers and advise the grade levels for which the applicants qualify. Ask him to return the examination papers for retention with the SF-57's. (The examination papers of the person selected are to be sent to DP with the SF-57 and SF-52.)

g Qualified applicants must be considered for appointment in accordance with the following priority groups:

(1) Ten-point preference veterans with compensable disability of 10 percent or more.

(2) Other veteran preference eligibles with 10- or 5-point preference.

(3) Others.

h Selection may be made of any qualified applicant in priority group "(1)" above, but selection may not be made from a lower group as long as three fully qualified applicants in a higher group (or in a combination of higher groups) are still available. An applicant without veteran preference may not be selected in preference to a veteran.

i Send the SF-52 of the person selected to DP. Also send the SF-57 and examination papers, if any, at the same time, and all copies of the CSC TAPER authority.

3 Temporary Limited Appointment. An appointment for a specified period not in excess of one year is a temporary limited appointment. Various types of temporary limited appointments are given below.

a From Register. When names are furnished by CSC, selection must be made from the certificate. These appointments are for the specific period of time authorized by the CSC on the certificate and may be extended to one year from the effective date of the initial appointment with prior approval of DP.

b Outside Register. When the CSC has an inadequate register and authorizes recruitment outside the register, agencies are authorized to recruit. (The same procedure should be followed as that outlined in paragraph IV E 2 for TAPER appointments.) A written test is required for this type of appointment also if qualification standards provide for a written test, unless the test is waived by the CSC. Consideration must be given to veterans and those with veteran preference is the same order prescribed in paragraph IV E 2 g, above.

c Outside Register (NTE 700 hours). When total employment will not exceed 700 hours a service year, appointment may be recommended without specific CSC authority. Appointments are limited to positions at Grade GS-7 or below and to 700 hours per service year. Employees selected for these appointments must meet qualification standards for the job including having passed a written examination if one is required in the standards. Jobs may be temporary, on a full-time basis, or on a "when actually employed" (WAE) basis.

d NTE One Month, Special Need. Special need appointments may be made under Letter of Authorization (LA), or by formal appointment. Eligibles need not pass an examination. Thirty-day special need appointments may not be extended. (Agricultural Economics Circular No. 37 gives information on LA appointments.)

(IV E)

4 Reinstatement or Transfer. A present or former Federal employee who appears to have career or career-conditional status may be recommended for reinstatement or transfer. DP will verify status and determine eligibility, advise field office of any additional forms required, and whether action may be approved.

a Reinstatement. Former Federal employees who had probational appointments and who have never completed the service requirement for career appointment are eligible to be reinstated only within three years following the date of their separation. This time limit shall not apply to former employees entitled to veteran preference. Former employees who have once completed the service requirement for career appointment are eligible to be reinstated without time limit.

b Transfer. An employee presently serving in another Federal agency with career or career-conditional status is eligible for transfer.

5 Excepted Appointments, Enumerators (Schedule A-6.111(a)(5)(iv). Appointments of enumerators may be recommended on a temporary, intermittent (WAE), or seasonal basis at Grades GS-5 or below, but in no case shall employment exceed 130 days a service year. (Count as a full day all days on which any service is performed. For example, if an employee works only 2 hours a day, this is charged as a full day against the 130-day limit.) If the appointment is limited to 6 months or less employment may be under Letter of Authorization in accordance with procedures outlined in Agricultural Economics Circular No. 37. An indefinite appointment, limited appointment in excess of 6 months, or extension beyond 6 months, must be recommended by submission of SF-52 and other material outlined in Exhibit A.

6 Excepted Appointment, Indefinite WAE (Schedule A-6.101(g). Appointments for any position under Schedule A-6.101(g) may not be made for a temporary period, but may be recommended for an indefinite period when the employee will work on an intermittent basis (WAE) and will not earn more than $1504 during a service year (40 percent of the base salary of Grade GS-3).

V FILLING PROFESSIONAL-TYPE POSITIONS (Not covered by Section IV)

Field offices shall submit requests for all personnel actions for professional-type positions on SF-52 to DP (see Exhibit D).

A Promotions. Positions shall be filled under the promotion program when possible. Submit SF-52 to DP, in duplicate, requesting a promotion register. Promotion registers will be furnished with the original of the SF-52 when there are qualified employees on the register. After making a selection enter the name of the employee selected on the SF-52, and complete the promotion register to show selection and reason therefor. Return the register to DP with the SF-52 for processing.

B Appointments. If a position cannot be filled from a promotion register, request recruitment on SF-52, in duplicate, from DP after obtaining any necessary administrative approvals from the division headquarters office. DP will request certificates of eligibles, when required; contact the eligibles for availability; and arrange interviews with appropriate operating officials. After selection by the operating officials, DP will conduct the suitability check, request required forms, and advise the operating official when the appointment may be approved.

VI REASSIGNMENTS AND OTHER TYPES OF ACTIONS FOR ALL PERSONNEL

Recommend reassignments and other types of actions for all personnel to DP on SF-52.

VII NOTIFICATION OF PERSONNEL ACTION

The Employee's Copy of SF-50, Notification of Personnel Action, will be sent by DP to field offices for forwarding to the employee. Such SF-50 may be used for posting to the OF-4b record card (see Exhibit L and Section VIII) and the position chart prior to forwarding to the employee, but the SF-50 must be forwarded to the employee without delay.

VIII RECORDS

All official personnel records shall be maintained in DP and duplicates shall not be maintained in operating divisions or field offices. Field offices may maintain the following unofficial personnel records.

A Personnel record card OF-4b (see Exhibit L).

B One copy of each approved position description which will be furnished by DP.

(VIII)

C Position chart showing position number, title, and grade by organization. This chart is initially furnished by DP and may be kept up to date by field offices from approved position description and SF-50's.

IX FORMS AND ENVELOPES

A Forms. The forms referred to in this Circular may be requisitioned on Form AD-14 from the Division of Administrative Services, MOS, Washington 25, D. C. Forms AD-291 and AD-292 for use in making suitability checks are being over-printed with the address of DP in the proper spaces on the form. In requesting these forms ask for the forms printed for DP, MOS.

B Envelopes. Envelopes printed with the address of the Chief, Employment and Employee Relations Branch, Division of Personnel, MOS, Washington 25, D. C., will be available in the Divison of Administrative Services and may be requested for use in sending with inquiries on Forms AD-291 and AD-292 used in making suitability checks.

X IMPORTANT REMINDERS

A As soon as approval of an appointment is received from DP and the employee entered on duty, the following forms should be executed and send to DP AT ONCE. The employee cannot be paid until the oath of office is received.

1 SF-61, Appointment Affadavits (oath of office) (see Exhibit J), and

2 W-4, Employee's Withholding Exemption Certificate.

B IT IS THE RESPONSIBILITY OF FIELD OFFICES TO SEE THAT ANY LIMITATION as to salary or number of days permitted by the type of appointment is not exceeded. PAYMENT OF SALARY CANNOT BE MADE for any service performed beyond the limitation show on the SF-50.

Charles F. Kiefer

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

Checklist of Various Types of Appointments

Type of Appointment	CSC Authority Required (Use SF-39 To Request) Exh. B		Non-Comp. Examination Required		Material To Be Submitted to Division of Personnel											
	Yes	No	Yes	No	SF-52 Exh. D	SF-57	CSC Certificate	Pre-Employment Check Exh. E	SF-78 a/ Exh. F	SF-85 Exh. G	SF-87 Exh. H	W-4	State Income Tax b/ Form	SF-61 (on EOD) Exh. J	Proof of Veteran Preference	CEF-75
Competitive Appointments																
1. Career Conditional or Career.....	x			x	x	x	x	x	x	x	x	x	x	x	x	x
2. TAPER.....	x		x		x	x	x	x	x	x	x	x	x	x	x	x
3. Reinstatement (Career or Career-Cond.)																
a. After break in service of 1 year....		x	c/		x	x		x	x	x	x	x	x	x	x	x
b. After break in service of less than 1 year.....		x	c/		x	x						x	x	x	x	x
4. Transfer (Career or Career-Cond.).....		x	c/		x	x		x				x	x	x		x
5. Temporary Limited (6 months or less)																
a. From Register.....	x			x	x	x	x					x	x	x	x	x
b. Outside Register (CSC Authority)....	x		d/		x	x	x					x	x	x	x	x
c. Outside Register (NTE 700 hours)....		x	d/		x	x						x	x	x	x	x
d. One month "Special Need" (may not be extended) e/.....		x		x	x	x						x	x	x		x
e. Reinstatement eligible.....		x	c/		x	x						x	x	x	x	x
6. Extension of Temporary Appointment (6 months to 1 year).....		x		x	x			x		x	x					
Excepted Appointments																
1. Enumerators (WAE) (Sched. A-6.111(a)(5)(iv)																
a. NTE 6 months e/.....		x		x	x	x						x	x	x	x	
b. Six months to indefinite.....		x		x	x	x		x		x	x	x	x	x	x	
2. Indefinite, WAE, NTE $1504 p.a. Schedule A-6.101(g).....		x		x	x	x		x		x	x	x	x	x	x	x
3. Agents (Coop. Control) (State employees)																
a. NTE 6 months.....		x		x	x	x						x	x	x	x	x
b. Six months to indefinite.....		x		x	x	x		x		x	x	x	x	x	x	x

a/ To be obtained after appointment is otherwise approved.
b/ In States for which deductions are withheld for State Income Tax.
c/ Written test required only if employee has not previously passed a performance test appropriate for the job. DP will advise if required.
d/ Written test required unless specifically waived by CSC.
e/ Appointment may also be made under LA (see Agricultural Economics Circular No. 37). If made under LA disregard these items.

Instructions for Requesting Certificates From the CSC

Form SF-39 shall be used for requesting certificates.

Preparation of SF-39

Item 1 - Show U. S. Dept of Agriculture
Item 1 (A) - Show Agricultural Economics
Statistical Reporting Service

Item 2 - Show the Identification Number of your request. Numbers should be consecutive and may be SRS-ALA-1, to indicate the agency and State for easy identification by CSC or DP.

Item 3 - Show date of request.

Address Space. Complete to show complete address of the Regional Office of the CSC or Board of Examiners to which request is being sent. Send the request to the Regional Office of the Civil Service Commission unless there is a local Board of Examiners which maintains a register appropriate for the position to be filled. A list of Regional Offices and addresses is attached. Information as to names and addresses of local boards can be obtained from the Regional Office of the Civil Service Commission.

Item 4 - Check whether appointment is to be Career or Career-Conditional, or limited. If limited show maximum duration, ie: 60 days, 3 months, 6 months, etc. If "WAE" so indicate and give approximate time such as 3 days, a week, etc.

Item 5 - Show number of vacancies: if one vacancy show "one," if two vacancies, show "two," etc.

Item 6 - If either male or female can perform in the duties of the position, show "E." If position requires a male employee, show "M," or "F" if only a female employee may be considered.

Item 7 - Show exact title of position as shown on the official copy of the position description. The title and grade shown on the certificate must agree with the job title as classified.

Item 8 - Show position grade, and series such as "GS-301-3" and the base salary rate of the grade.

Item 9 - Work location is the headquarters location shown on the position description and organizational structure.

Item 10 - Remarks. Show any special qualifications which are required for the job, for example, for GS-1531-3, Statistical Clerk requiring a Comptometer Operator, a notation that "the incumbent must be able to operate a Comptometer" should be included. If special qualifications are required, attach a description of the duties to the SF-39 to support the request.

Number of Copies: original, one copy

Distribution: Original to be sent to addressee with one copy of job description attached when required. One copy to be sent to DP with SF-52.

STANDARD FORM 39
REVISED JANUARY 1955
U. S. CIVIL SERVICE COMMISSION
CHAPTER XI, F. P. M.
39-103

REQUEST FOR CERTIFICATION

☐ DEPARTMENTAL SERVICE ☒ FIELD SERVICE

1. DEPARTMENT OR AGENCY	(A) BUREAU OR FIELD ESTABLISHMENT	2. REQUEST NO.
U. S. Department of Agriculture	Agricultural Economics Statistical Reporting Service	SRS-ALA-1
		3. DATE 7-18-61

Director
Fifth Region- U. S. Civil Service Commission
Federal Office Bldg.
275 Peachtree Street, N. E.
Atlanta 3, Georgia

This request should be submitted to the office of the Commission having jurisdiction over the work location named unless special prior agreement otherwise has been reached with the Commission.

4. PLEASE FURNISH NAMES OF PERSONS ELIGIBLE FOR

☐ CAREER OR CAREER-CONDITIONAL APPOINTMENT ☐ TEMPORARY APPOINTMENT NOT TO EXCEED (If limited, show maximum duration, i. e., 60 days, 3 months, etc.)

5. No. VAC.	6. SEX	7. POSITION (CLASS AND ORGANIZATIONAL TITLE; PCD CODE, IF ANY)	8. GRADE AND SALARY	9. WORK LOCATION
1	E	Statistical Clerk	GS-1531-3 $3,760	Montgomery, Ala.

10. REMARKS: (Give a description of duties where no standard specifications are published, and indicate any special qualifications required)

Incumbent must be able to operate a comptometer

Copy of the position description attached.

ADDRESS OF OFFICE TO WHICH CERTIFICATE OF ELIGIBLES IS TO BE SENT

(Stamp return address)

(CITY) (STATE)

SIGNATURE

OFFICIAL TITLE
Agricultural Statistician in Charge

UNITED STATES CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION OFFICES

Application cards for the Federal Service Entrance Examination should be filed with the office having jurisdiction over the place where the applicant wishes to take the written test.

Addresses of Civil Service Offices	*Areas of Jurisdiction*
Central Office.—United States Civil Service Commission, Washington 25, D. C.	Washington, D. C.; Alexandria, Va.; Arlington and Fairfax Counties, Va.; and Prince Georges and Montgomery Counties, Md.
First Region.—Post Office and Courthouse Bldg., Boston 9, Mass.	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.
Second Region.—News Bldg., 220 E. 42d Street, New York 17, N. Y.	New York and New Jersey.
Third Region.—Customhouse, Second and Chestnut Streets, Philadelphia 6, Pa.	Pennsylvania, Delaware, Virginia (except Arlington and Fairfax Counties and Alexandria), and Maryland (except Prince Georges and Montgomery Counties).
Fifth Region.—Federal Office Bldg., 275 Peachtree Street NE., Atlanta 3, Ga.	North Carolina, South Carolina, Georgia, Florida, Alabama, Tennessee, and Mississippi.
Sixth Region.—Post Office and Courthouse Bldg., Cincinnati 2, Ohio.	Ohio, Indiana, Kentucky, and West Virginia.
Seventh Region.—New Post Office Bldg., Chicago 7, Ill.	Wisconsin, Michigan, and Illinois.
Eighth Region.—1114 Commerce Street, Dallas 2, Tex.	Texas, Louisiana, Oklahoma, and Arkansas.
Ninth Region.—New Federal Bldg., St. Louis 1, Mo.	Missouri, Kansas, Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.
Tenth Region.—Building 41, Denver Federal Center, Denver, Colo.	Arizona, New Mexico, Utah, Wyoming, and Colorado.
Eleventh Region.—302 Federal Office Bldg., First Avenue and Madison Street, Seattle 4, Wash.	Montana, Oregon, Idaho, and Washington.
Twelfth Region.—128 Appraisers Bldg., 630 Sansome Street, San Francisco 11, Calif.	California and Nevada.
Branch Regional Office, Twelfth Civil Service Region.—Federal Building, Honolulu 2, Hawaii.	Hawaii and Guam.
Branch Regional Office, Eleventh Civil Service Region.—Rm. 203 Loussac-Sogn Bldg., Anchorage, Alaska.	Alaska.
Central Board of Examiners for Puerto Rico and the Virgin Islands.—Rm. 218 Post Office Bldg., San Juan, P. R. **Mailing address:** Post Office Box 4512, San Juan, P. R.	Puerto Rico and the Virgin Islands.

Instructions for Contacting Eligibles and Making Tentative Selection

I CONTACTING ELIGIBLES

Inquiries of availability shall be made on Form OF-5.

A Preparation of Form OF-5.
In the spaces provided on the forms show:

1 Office address to which reply is to be sent in upper right hand corner.

2 The date form is prepared

3 Number of certificate on which name appears

4 Exact title pf position (from certificate) and grade.

5 Base salary rate of grade

6 Location where employee will work

7 Name and address of eligible

8 Check proper type of appointment and if limited show approximate duration, ie; 1 month, 6 months, etc. If intermittent, so indicate, and explain in space for "other information"

9 Allow a reasonable time for reply and show the time limit in the space provided. A minimum of 3 days should be allowed for local eligibles. Five days should be allowed, if possible.

Check Item A or B, as appropriate. If "B" is checked, attach blank SF-57 to inquiry. Under "other information" give instructions for telephoning the office for appointment for personal interview or any pertinent information about the job not indicated by information already shown such as part-time employment from 1 to 5 p.m., Monday-Friday, etc. Identical information should be given on the OF-5 for all candidates on the same certificate or supplement thereto.

B Number of Copies: original, one copy (may be on thin plain sheet)

C Distribution: Send original to addressee; copy may be destroyed if reply received.

If reply is not received, copy must be sent to DP with certificate. (CSC requires a copy of the inquiry which was sent to the eligible when no reply is received.)

Send the following to DP:

All copies of the certificate and all attachments thereto.
All written declinations.
All replies to inquiries of availability.
All envelopes (and enclosures) returned by the Post Office marked "CRU", "unclaimed", etc.

If replies received do not clearly explain the type of action taken on the certificate, furnish an explanation of action for each eligible.

III SELECTION FROM CERTIFICATES

Selection may be made of one of highest three available candidates, except that a Veteran eligible may not be passed over to select a non-veteran eligible whose name appears lower on the certificate.

When an eligible has been tentatively selected, he may be told of his tentative selection, but cautioned not to give up any present employment since the appointment must be approved by DP.

Written declinations should be obtained from any eligibles who decline by telephone or at time of interview.

When tentative selection is made, Field Office may proceed with sending pre-employment inquiries, and obtain the required appointment forms as outlined in the attached Exhibits and prepare SF-52 and forward, with attachments shown on Exhibit A to DP for approval.

OPTIONAL FORM NO. 5
REVISED JANUARY 1957
CIVIL SERVICE COMMISSION
CHAPTER X-1, F.P.M.
5005-103

INQUIRY AS TO AVAILABILITY

Return this form to →

AGENCY AND ADDRESS (Street, city, and State)
Name and mailing address of field office

Name and Address of Eligible

(Please correct address if different from above)

DATE: Current Date

CERTIFICATE: # on Cert.

POSITION: Title of Job such as: Statistical Clerk, GS-3

SALARY: $3760

LOCATION: Montgomery, Alabama

TYPE OF APPOINTMENT:
- [X] CAREER-CONDITIONAL
- [ ] CAREER
- [ ] TEMPORARY FOR

(if temporary, so check and add NTE 6 months, etc.)

This office is considering you among others for the employment described. Please fill out the "Availability Statement" below, indicating whether you would accept this position if offered, and return the entire sheet to this office. Appointment would be subject to the Civil Service requirements described on the back of this letter. Whether you are available or not, please reply within 5 days in order that one of those who are available may be selected as promptly as possible to fill the vacancy.

A. [XX] The Civil Service Commission has furnished your original application for review.

B. [ ] The Civil Service Commission was unable to furnish your original application for review at this time since it is being used elsewhere. You will find an application form attached to this Inquiry. Please complete this application and return it *to this office* promptly along with your reply to this inquiry if you wish to be considered for appointment.

Failure to reply to this inquiry will result in the removal of your name from the register of eligibles.

THIS IS A LETTER OF INQUIRY AND *NOT* AN OFFER OF EMPLOYMENT. If selected, you will be notified and given further instructions.

Other information: Please telephone Miss Smith, (telephone no. _____ to arrange for a Personal interview.

Sincerely yours,

(DO NOT DETACH)

AVAILABILITY STATEMENT

The information you give below regarding your availability will be furnished to the civil service office which maintains the register on which your name appears. It will not, therefore, be necessary for you to furnish this information direct to the civil service office. If you decline this position and do not give the conditions under which you will be available for future appointment, your name will be removed from the register until such time as you report the conditions under which you are again available.

(Check one)

- [ ] I am available and wish to be considered for the position described above. I can report for duty within ..... days after notification. I am now employed by ..... at .....
- [ ] I do not wish to be considered for the position described above. *I am giving my reasons on the other side of this form.*
- [ ] I request that my name be removed from the active list of eligibles until I report that I am available for appointment.
- [ ] Consider me available for other appointments, subject to the following conditions:

The position must pay at least $..... per ..... (year, month, day, or hour).

I am willing to work: [ ] In Washington, D. C.; [ ] Anywhere in the U. S.; [ ] Outside the U. S.

I will accept appointment in the following locations only: .....

I will accept short-term appointment for: [ ] 1 to 3 months; [ ] 3 to 6 months; [ ] 6 to 12 months.

..... (Date) ..... (Signature)

Instructions for Preparation of SF-52, Request for Personnel Action, by Recommending Officer

Preparation of SF-52

Part I

Item 1. Show full last name, full first name, and middle initial. The first initial and full middle name may be used if employee prefers.

Items 2,3, and A are optional.

Item B-(1). Identify type of action requested. Use terminology in Exhibit A as a guide for accessions. This need be only specific enough for DP to determine what is wanted. Correct terminology is not required. For temporary appointment show expected duration of employment, 60 days,etc.

For other actions, explain action wanted with sufficient clarity for DP to understand what is wanted, for example, leave without pay - 6 months, promotions, reassignment, return to duty, etc. DP will show correct terminology.

Item B-(2). If position is not already classified, show "establish" and attach rough draft of duties. A "finished" job description is not necessary. Show only sufficient information for DP to determine what employee is to do and responsibility involved.

Item C. Fill in date you would like action effective, or"asap" (as soon as possible) if no special date is recommended. Actual effective date will be established after approval by DP.

Item D. Date you type SF-52.

Item E. Show "sensitive" if position has been/or is to be designated as sensitive.

Items 5, 6, and 7. Leave blank. These items will be completed by DP.

Items 8, 9, 10, and 11. Leave "From" side blank. This side will be completed by DP from the official personnel folder. Complete "To" side as follows:

Item 8. Title and position number from position description already classified. If not classified, show recommended title and omit position number, A position number will be furnished by DP.

Item 9. Show series and grade from position description. If not yet classified show recommended grade. The DP will determine the proper series and grade and change SF-52 accordingly.

Item 10. Show the name and location of the field office.

Item 11. If the employee is to work at some location other than the State office headquarters, show his actual place of duty, such as for enumerators, show home address since the enumerators work out of their home as a duty station.

Item 12. Leave blank.

Item F. Show any pertinent information, such as: If employment is on a "WAE" basis, show whether there will be a regular tour of duty - if so show the exact hours and days which will consitute the regular tour and approximately how long the regular tour is expected to last. If the employment is "part-time," show the days and hours each day the employee will work. (A part-time employee is expected to work only the hours shown on the appointment.) If the employee will serve under cooperative agreement (such as State employee given appointment as "Agent") show the number of the agreement.

Items G and H. Initiating officer should complete these items. (Signature to appear in Item G.) If recommendation is to be counter-signed by another official, Item I may be used.

Part II

Item 16. Complete the "To" space for all actions to show appropriation from which payment is to be made. Complete the "From" space to show current appropriation for reassignment, promotion, or other action for employee currently on the rolls.

Remainder of Part II. Leave blank.

Number of Copies:

1. Prepare SF-52 in triplicate in cases which result in removing an employee's name from the Payroll such as: resignation, retirement, or leave without pay, etc.

2. Prepare SF-52 in duplicate in all other cases.

3. Prepare 1 extra copy if a copy is to be retained in field office until SF-50 is received from DP. Copies of SF-52 are not to be maintained as a permanent record in field offices.

Distribution:

1. Send original and 1 copy to DP in all cases.

2. Send 1 copy to Division of Budget and Finance in cases which remove an employee's name from Payroll - (See Item 1 under Number of Copies.)

Standard Form 52—Rev. July 1957
Promulgated by the U. S. Civil Service Commission FPM. R-1.

REQUEST FOR PERSONNEL ACTION

PART I. REQUESTING OFFICE: Unless otherwise instructed, fill in all items in this part *except those inside the heavy lines.* If applicable, obtain resignation and separation data on reverse side

1. NAME (Last—First—Middle—Mr.—Miss—Mrs.)	2. DATE OF BIRTH	3. IDENTIFICATION (Optional)	A. Request Number
Doe, John F	10-16-32		

B. Kind of Action Requested: (1) Personnel (Specify appointment, reassignment, resignation, etc.)	C. Proposed Effective Date	D. Date of Request
Career Conditional Appointment	8-1-61	7-11-61

(2) Position (Specify establish, review, abolish, etc.)	E. Position Sensitivity
(Indicate "Establish" if position is not already established)	Sensitive (or Non-Sensitive)

5. NATURE OF ACTION (Use standard terminology)	6. EFFECTIVE DATE OF ACTION	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

FROM—		TO—
	8. POSITION TITLE AND NUMBER	Clerk Stenographer, SRS-214-v
	9. SERIES, GRADE, SALARY	GS-312-3
	10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED	SRS, Field Operations Division State Statistical Office
	11. DUTY STATION	Madison, Wisconsin

[ ] Yes	12. APPORTIONED POSITION	[ ] Yes STATE:	[ ] Apportionment Waived [ ] Proved

F. Remarks by Requesting Office (Continue in item F on reverse side, if necessary. Show, if applicable, any known additional or modified reasons for resignation)

Approval #AES-7-4

To replace Mary Jones (Resigned 7-31-61)

G. Requested by (Signature and Title)	I. Request approved by:
Signature, State Statistician	Signature
H. For additional information Call (Name and telephone number)	Title:

PART II. TO BE COMPLETED BY PERSONNEL OFFICE (Items inside heavy lines in Part I above also to be completed)

13. VETERAN PREFERENCE				14. TENURE GROUP	15. POSITION TO BE OCCUPIED IS IN THE:	
No.	5-pt.	10-pt. Disab.	10-pt. Other		[ ] Competitive Service	[ ] Excepted Service

16. APPROPRIATION	17. PAYROLL DEDUCTIONS			J. Position Classification Action			
From: (Show current appro. if reassign., prom., etc.) To: 201-S-1-00-F-WI	CSR	FICA	FEGLI	New	Vice	I. A.	Regr.

K. CLEARANCES	Initials or Signature	Date
(1)		
(2) CEIL. OR POS. CONTROL		
(3) CLASSIFICATION		
(4) PLACEMENT OR EMPL.		
(5)		
(6) APPROVED BY:		

(7) Remarks: (Note: Use item 19 on reverse for Standard Form 50 remarks)

Qualification Standard:

Instructions for Making Pre-employment Suitability Checks-Forms AD-291 and AD-292

Suitability checks shall be made for all candidates to be employed for more than 6 months. In order that careful evaluation may be made to assure that the person being selected possesses the desired character and personality traits, the Department requires that, as a minimum, agencies shall direct inquiries to:

1. Schools and Colleges - (Need not check high school if college is claimed and verified) use Form AD-291.

2. Previous employers - Checks should cover past 10 years or more. Checks should cover the dates of employment, position title, grade or salary received, whether person left voluntarily, whether service and conduct were satisfactory, and whether he is considered eligible for re-employment. Use AD-292.

Persons to whom inquiries are sent should be directed to send replies to inquiries direct to the appointing office. (DP) If the information received reflects on the suitability of a candidate, DP will contact the field office before approving the appointment.

Preparation. Since Forms AD-291 and AD-292 are to be returned to DP by the addressee, the "letterhead" on Form AD-291 should be completed to show Agricultural Economics, Management Operations Staff, Washington, D. C. The signature block on both forms should be completed to show "Employment and Employee Relations Branch
Division of Personnel"
but may be signed by the employee making the inquiries for DP such as: Mary Smith for Employment and Employees Relations Branch.

Where CSC certificate has been furnished, both forms should include the number of the certificate on which the eligible's name appeared and the headquarters. This may be shown as "Re: Cert. 3491, Montgomery, Alabama" immediately below the date.

AD-291 should be completed on front side only (Reverse side is for reply).

Information for Items 1 thru 7 should be taken from SF-57.

AD-292. The front side of the form above the dark line only should be completed. The block in the upper right hand corner should be completed to show "Employment and Employee Relations Branch
Division of Personnel"

The information shown on the left side of the form is taken from the SF-57. In the space for "Other Names Used" on the right side of the form should be shown maiden names, nick names, any previous married names, etc.

The "Position and grade applied for" is that shown on the certificate. The "Title of position held and salary or grade" is taken from the SF-57 and is the position held with the firm from which inquiry is being made.

Number of copies

Original
1 copy (copy may be made on thin plain sheet)

Distribution

Send original of inquiry to addressee with enclosed envelope addressed to DP.

Send copy of all inquiries immediately to DP, firmly stapled together. Attach a carbon of the CSC certificate when one has been furnished. A transmittal will not be necessary.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

(Date)
Re: Cert. #3491
Montgomery, Alabama

Registrar
Ohio State University
Columbus, Ohio

The person whose name appears below has applied for a position with this agency and has indicated attendance at your school as shown. We are making a number of inquiries to determine suitability for employment. You can assist us in this determination by answering questions 8 through 14 on the back of this form. We assure you that the information you furnish will be appreciated and held in strict confidence.

Please return this form in the enclosed self-addressed envelope which requires no stamp.

Thank you,

(signed) Mary J. Smith
for Chief, Employment and Employee Relations
Division of Personnel

Enclosure

1. Mr. Mrs. Miss	(First name)	(Middle)	(Last)	2. Date of birth	3. Place of birth
	John	Lee	Doe	10-5-37	Akron, Ohio

4. Dates attended your school		5. Highest grade completed	6. Degrees, diplomas or certificates
From	To		
9-56	6-60		B. S.
		7. Major studies	
		Business Administration	

AD-291
11-57

FORM APPROVED
BUDGET BUREAU NO. 40-R2994

AD-291
11-57

SCHOOL AND COLLEGE INQUIRY

UNITED STATES DEPARTMENT OF AGRICULTURE

TO BE COMPLETED BY SCHOOL

8. Is the information correct as shown? ☐ Yes ☐ No *If "no" explain under remarks.*	9. Is this person's conduct record satisfactory? ☐ Yes ☐ No *If "no" explain under remarks.*	10. Scholastic standing

Indicate answer by placing "x" in proper column	Yes	No	Indicate answer by placing "x" in proper column	Yes	No
11. Do you have any reason to question this person's loyalty to the United States?			13. To your knowledge, does this person associate, or has he associated, with any person whose loyalty to the United States is questionable or who belongs to any of the types of organizations described in item 12?		
12. Do you have any reason to believe this person belongs, or has belonged to any Communist or Fascist organization, or to any organization which advocates overthrowing or altering our constitutional form of government by force or other illegal means?			14. Do you have any knowledge of any behavior, activities, or associations which tend to show that this person is not reliable, honest, trustworthy, and of good conduct and character?		

If answer to 11, 12, 13, or 14 is "yes" explain under remarks.

Remarks:

Date	Signature	Title

AD-292 (1-63)

U. S. DEPARTMENT OF AGRICULTURE

EMPLOYMENT INQUIRY

FORM APPROVED
BUDGET BUREAU NO. 40-R2686.4

DATE: 7-12-61, Re: Cert. #3491 Montgomery, Alabama

THE PERSON NAMED BELOW HAS GIVEN YOUR NAME AS

[X] AN EMPLOYER [ ] AN INSTRUCTOR

[ ] A SUPERVISOR [ ] A PERSONAL REFERENCE

The enclosed addressed envelope requires no postage. Should it be misplaced, please send your reply to:

Employment and Employee Relations Branch
Division of Personnel
Management Operations Staff
Agricultural Economics
~~U. S. Dept. Of Agricultural, Washington, D.~~ C.

TO

Mr. John J. Smith
P. O. Box 250
Kalburg, Minnesota

NAME OF APPLICANT (LAST, FIRST, MIDDLE)	OTHER NAMES USED
Doe, Alice C	Nee; Smith
DATE AND PLACE OF BIRTH	POSITION AND GRADE APPLIED FOR
10-5-37, Akron, Ohio	Administrative Assistant, GS-5
DATES OF CLAIMED EMPLOYMENT	TITLE OF POSITION HELD AND SALARY OR GRADE
6/60-Present	Accountant $4300 pa

NAME AND LOCATION OF FIRM OR ORGANIZATION WHERE EMPLOYED
Frontier Canning Company, St. Paul, Minnesota

The person named above is an applicant for the position shown or has recently been employed on a temporary basis. We wish to establish whether this person is loyal to the United States, is suitable for the position, and is of good character. To help us, we ask that you complete and return this form. Give us the same kind of information you would like to have if you were making inquiry about an applicant for a position with you. Please answer all questions as fully and specifically as you can. If you need more space, please use a separate sheet of paper.

Final selection of the applicant is being withheld pending receipt of replies to our inquiries. A prompt reply will be of special value to us. An addressed envelope which requires no postage is enclosed. All information furnished will be held in confidence. Thank you for your help.

Yours truly,

(signed) Mary J. Smith
for Chief, Employment and Relations Branch

TO BE COMPLETED BY ADDRESSEE ON THIS INQUIRY

1. ARE YOU RELATED TO THIS PERSON EITHER BY BLOOD OR MARRIAGE? (IF "YES", STATE RELATIONSHIP)

[ ] YES [ ] NO

2. INDICATE WHETHER YOUR KNOWLEDGE OF APPLICANT'S WORK WAS OBTAINED AS HIS

[ ] EMPLOYER [ ] SUPERVISOR [ ] CO-WORKER [ ] INSTRUCTOR [ ] COLLEAGUE [ ] OTHER

3. HOW LONG HAVE YOU KNOWN APPLICANT? (YEARS AND MONTHS)

4. DO YOU HAVE ANY REASON TO QUESTION THIS PERSON'S LOYALTY TO THE UNITED STATES?

[ ] YES [ ] NO

5. DO YOU HAVE ANY REASON TO BELIEVE THIS PERSON BELONGS, OR HAS BELONGED, TO ANY COMMUNIST OR FASCIST ORGANIZATION, OR TO ANY ORGANIZATION WHICH ADVOCATES OVERTHROWING OR ALTERING OUR CONSTITUTIONAL FORM OF GOVERNMENT BY FORCE OR OTHER ILLEGAL MEANS?

[ ] YES [ ] NO

(CONTINUE ON REVERSE)

6. TO YOUR KNOWLEDGE, DOES THIS PERSON ASSOCIATE, OR HAS HE ASSOCIATED, WITH ANY PERSON WHOSE LOYALTY TO THE UNITED STATES IS QUESTIONABLE OR WHO BELONGS TO ANY OF THE TYPES OF ORGANIZATIONS DESCRIBED IN (5) ON FRONT OF THIS FORM?

☐ YES ☐ NO

7. DO YOU HAVE ANY KNOWLEDGE OF ANY BEHAVIOR, ACTIVITIES, OR ASSOCIATIONS WHICH TEND TO SHOW THAT THIS PERSON IS NOT RELIABLE, HONEST, TRUSTWORTHY, AND OF GOOD CONDUCT AND CHARCTER? ☐ YES ☐ NO

8. TO YOUR KNOWLEDGE, HAS THE APPLICANT EVER BEEN DISCHARGED FROM ANY EMPLOYMENT?

☐ YES ☐ NO

NOTE: If any of your answers to questions 4-8 are "yes", please explain fully on a separate sheet of paper.

9. FROM YOUR KNOWLEDGE OF APPLICANT'S WORK, PLEASE CHECK IN APPROPRIATE SPACES YOUR ESTIMATE OF THE PERSONAL CHARACTERISTICS SHOWN BELOW

	VERY GOOD	SATISFACTORY	UNSATISFACTORY
a. cooperativeness	☐	☐	☐
b. dependability	☐	☐	☐
c. ability to get along with others	☐	☐	☐
d. technical ability	☐	☐	☐
e. supervisory ability	☐	☐	☐
f. leadership qualities	☐	☐	☐
g. ability to meet and deal with others	☐	☐	☐
h. clerical ability	☐	☐	☐
i. typing skill	☐	☐	☐
j. stenographic skill	☐	☐	☐
k. amount of work produced	☐	☐	☐
l. quality of work produced	☐	☐	☐
m. health*	☐	☐	☐

*(*if answer to 9m is "unsatisfactory", explain in box 13, below)*

10. WOULD YOU EMPLOY IF A POSITION WAS AVAILABLE?

☐ YES ☐ NO

11. DO YOU RECOMMEND FOR FEDERAL EMPLOYMENT?

☐ YES ☐ NO

IF YOUR ANSWER TO EITHER 10 OR 11 IS "NO", PLEASE EXPLAIN IN BOX 13, BELOW

12. IF YOU ARE A FORMER EMPLOYER OR SUPERVISOR, PLEASE ANSWER TO THE BEST OF YOUR KNOWLEDGE, THE FOLLOWING

A. WAS HE A SUPERVISORY EMPLOYEE?

☐ YES ☐ NO

B. NUMBER OF EMPLOYEES SUPERVISED?

C. TYPE OF EMPLOYEES SUPERVISED?

D. REASON FOR LEAVING

E. IF DISCHARGED FOR CAUSE OR FORCED TO RESIGN, WAS EMPLOYEE NOTIFIED OF THE REASON?

☐ YES ☐ NO

13. PLEASE GIVE AN OVERALL APPRAISAL OF THE APPLICANT AND ANY OTHER COMMENTS YOU WISH TO MAKE

PLEASE SIGN BELOW, GIVING OCCUPATION OR TITLE, AND DATE

NAME | OCCUPATION OR TITLE | DATE

AD-292 (1-60) (BACK)

Instructions for Obtaining Medical Examination Reports - SF-78

DP will request a medical certificate from the field office as soon as the appointment can otherwise be approved. The medical examination must be reported on SF-78, Certificate of Medical Examination. Field offices should have the candidate obtain the medical report as soon as notified by DP. If arrangements can be made with local Public Health Service for the examination, it could be made without cost to the candidate. Otherwise the candidate may take the SF-78 to any physician of his choice. However, he must bear the expense and no reimbursement therefor may be made by the Federal Government. Candidates shall be advised of the cost to them.

If there is not time to permit obtaining the medical report in this manner, the field office should so specify when submitting SF-52 and the appointment will be approved subject to receipt of a satisfactory medical report. In such a case the appointee should be advised that he will be required to submit a satisfactory medical report.

Preparation of SF-78.

Items 1 thru 7 of SF-78 should be filled in by the field office before giving the form to the candidate. A carbon copy of the information shown on sheet 1 (Certificate of Medical Examination) for these items should appear on sheet 2 (Health Qualification Placement Record).

Check in red pencil the instructions to the doctor appearing immediately below the heavy line at the center of Sheet 1 (Certificate of Medical Examination). If the physician is not a Federal Medical Officer (such as the Public Health Service) show "charge fee to examinee" following instruction to the doctor.

Items 9 and 10 of Sheet 2 (Health Qualification Placement Record) should be completed by the field office as follows:

Item 9. Include a simple, straight-forward statement of the physical demands and working conditions of the job.

Item 10. Circle in red the appropriate items indicating physical requirements for the particular job. For Clerk-Typists, Stenographers, and Calculating Machine Operators, the following items should be circled: 26, 35, 38, 43, 44, 56, 57, 64. For other clerical-type jobs, Items 43 and 44 should be omitted.

Distribution

Give the SF-78 to the employee to take for reporting the examination by the physician. It is to be forwarded to DP. Give employee an envelope addressed to DP requiring no postage to give to the physician for use in forwarding the report to DP. No duplicates of SF-78 are to be maintained in field offices.

STANDARD FORM 78
JULY 1949
FEDERAL PERSONNEL
MANUAL CHAPTER M1

UNITED STATES CIVIL SERVICE COMMISSION

CERTIFICATE OF MEDICAL EXAMINATION

(Sheet 1)

(Applicant must supply information below to heavy line)
(Typewrite, or Print in Ink)

1. MR. / MRS. / MISS (FIRST NAME)	(MIDDLE INITIAL)	(LAST)	2. DATE OF BIRTH	3. ☐ MALE ☒ FEMALE
Mary	T.	Smith	6-25-18	

4. ADDRESS	5. TITLE OF POSITION
1206 Elm Street, Orlando, Florida	Clerk-typist
6. DEPARTMENT OR BUREAU IN WHICH YOU ARE TO BE EMPLOYED	**7. LOCATION**
USDA, SRS	Orlando, Florida

8. ARE YOU NOW EMPLOYED IN THE POSITION SHOWN IN ITEM 5? ☐ YES ☐ NO. IF YOUR ANSWER IS "YES," GIVE THE DATE OF YOUR ORIGINAL APPOINTMENT TO THIS POSITION:

9. (A) HAVE YOU ANY PHYSICAL DEFECT OR DISABILITY WHATSOEVER? ☐ YES ☐ NO. IF YOUR ANSWER IS "YES," GIVE DETAILS:

(B) DOES THE VETERANS ADMINISTRATION RECOGNIZE SERVICE-CONNECTED DISABILITY IN YOUR CASE? ☐ YES ☐ NO

(C) HAVE YOU EVER RECEIVED DISABILITY RETIREMENT FROM THE U. S. CIVIL SERVICE COMMISSION? ☐ YES ☐ NO

Sign your name in INK as it appears on your application in the presence of the physician for purpose of identification. } SIGNATURE OF APPLICANT

DOCTOR: All questions on both sides of this certificate and on the lower half of the attached Health Qualification Placement Record must be answered. Before beginning the examination refer to items 9 and 10 on the Health Qualification Placement Record so that you will have knowledge of the physical requirements of the position to which the applicant is to be appointed. Sign both this certificate and the Health Qualification Placement Record. charge fee to examinee

1. HEIGHT: _____ FEET _____ INCHES. WEIGHT _____ POUNDS.

2. EYES:

(A) DISTANT VISION (SNELLEN): WITHOUT GLASSES: RIGHT 20 LEFT 20 WITH GLASSES, IF WORN: RIGHT 20 LEFT 20

(B) WHAT IS THE LONGEST AND SHORTEST DISTANCE AT WHICH THE FOLLOWING SPECIMEN OF JAEGER NO. 2 TYPE CAN BE READ BY THE APPLICANT? TEST EACH EYE SEPARATELY.

employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative. This order will supplement the Executive Orders of May 29 and June 18, 1923 (Executive Order, September 4, 1924).

WITHOUT GLASSES:	WITH GLASSES, IF USED:
R. _____ IN. TO _____ IN.	R. _____ IN. TO _____ IN.
L. _____ IN. TO _____ IN.	L. _____ IN. TO _____ IN.

(C) EVIDENCE OF DISEASE OR INJURY: RIGHT _____ LEFT _____

(D) COLOR VISION: IS COLOR VISION NORMAL WHEN ISHIHARA OR OTHER COLOR PLACE TEST IS USED? ☐ YES ☐ NO

IF NOT, CAN APPLICANT PASS LANTERN, YARN, OR OTHER COMPARABLE TEST? ☐ YES ☐ NO

3. EARS: (CONSIDER DENOMINATORS INDICATED HERE AS NORMAL. RECORD AS NUMERATORS THE GREATEST DISTANCE HEARD.) ORDINARY CONVERSATION: RIGHT EAR _____ / 20 FT. LEFT EAR _____ / 20 FT. EVIDENCE OF DISEASE OR INJURY: RIGHT EAR _____ LEFT EAR _____

4. NOSE	5. PARA NASAL SINUSES	6. MOUTH AND THROAT

7. GASTRO-INTESTINAL

(A) HISTORY OF PEPTIC ULCER: ☐ YES ☐ NO. IF "YES," IS ULCER: ☐ ACTIVE ☐ QUIESCENT ☐ HEALED

HOW LONG? _____ DATE OF LAST X-RAY _____

SYMPTOMS PRESENT, IF ANY (*Severity, frequency, etc.*):

TREATMENT (*Use space under "Remarks" if needed*):

8. METABOLIC DISORDERS: (INDICATE ANY ABNORMALITY OF THE FOLLOWING GLANDS BY A CHECK IN THE APPROPRIATE BOX, AND EXPLAIN UNDER "REMARKS.")

☐ THYROID ☐ PANCREAS ☐ PITUITARY ☐ OVARIAN

9. HEART AND BLOOD VESSELS

(A) BLOOD PRESSURE: MM. HG. SYSTOLIC _____ DIASTOLIC

(B) IS ORGANIC HEART DISEASE PRESENT? ☐ YES ☐ NO

(C) IF ORGANIC HEART DISEASE IS PRESENT, IS IT FULLY COMPENSATED? ☐ YES ☐ NO

(D) PULSE RATE:
SITTING _____ IMMEDIATELY AFTER EXERCISE (UNLESS CONTRAINDICATED) _____
TWO MINUTES AFTER EXERCISE _____ CARDIAC RESERVE _____ (GOOD, FAIR, OR POOR)

10. LUNGS:
RIGHT _____ LEFT _____
HISTORY OF TUBERCULOSIS? ☐ YES ☐ NO. IF "YES," HOW LONG HAS THE DISEASE BEEN ARRESTED?

IF THERE IS HISTORY OF TUBERCULOSIS, IS ANY TYPE OF COLLAPSE THERAPY BEING RECEIVED AT PRESENT? ☐ YES ☐ NO. IF "YES," GIVE FULL DETAILS UNDER "REMARKS." IS MEDICAL SUPERVISION NECESSARY? ☐ YES ☐ NO
(IF X-RAY IS MADE, GIVE REPORT UNDER "REMARKS.")

11. HERNIA: ☐ YES ☐ NO. IF "YES," NAME VARIETY: INGUINAL, VENTRAL, FEMORAL, POST-OPERATIVE, ETC.:
IF PRESENT, IS IT SUPPORTED BY A WELL-FITTING TRUSS? ☐ YES ☐ NO

12. VARICOSE VEINS: ☐ YES ☐ NO. IF "YES," STATE LOCATION AND DEGREE

13. FEET: IS FLAT FOOT PRESENT? ☐ YES ☐ NO. IF "YES," STATE DEGREE OF IMPAIRMENT OF FUNCTION _____ (NONE, SLIGHT, MODERATE, SEVERE)

14. DEFORMITIES, ATROPHIES, AND OTHER ABNORMALITIES, DISEASE NOT INCLUDED ABOVE

15. SCARS OF SERIOUS INJURY OR DISEASE

16. NERVOUS SYSTEM: (A) INCLUDE SYMPTOMS AND FULL HISTORY OF ANY MENTAL, NERVOUS, OR EMOTIONAL ABNORMALITY (USE ADDITIONAL SHEETS IF NECESSARY.):

(B) HAS APPLICANT EVER BEEN HOSPITALIZED OR TREATED FOR A MENTAL ILLNESS? ☐ YES ☐ NO
(C) WHERE (NAME AND LOCATION OF HOSPITAL):

(D) DATE OR DATES OF HOSPITALIZATION:

(E) DESCRIBE ANY RESIDUALS OF PREVIOUS MENTAL OR NERVOUS ILLNESS:

(F) ANY HISTORY OF EPILEPSY OR FAINTING SPELLS? ☐ YES ☐ NO. IF SO, GIVE DETAILS UNDER "REMARKS" BELOW.

17. EVIDENCE OR HISTORY OF VENEREAL DISEASE: IF BLOOD SEROLOGY OR OTHER LABORATORY EXAMINATIONS ARE MADE, GIVE DETAILS UNDER "REMARKS."

18. URINALYSIS (IF INDICATED):
SP. GR _____ ALBUMEN _____ SUGAR _____
CASTS _____ BLOOD _____ PUS _____

I HAVE FOUND THE APPLICANT ABNORMAL UNDER THE FOLLOWING HEADINGS:

REMARKS:

19. SIGNATURE OF PHYSICIAN OR EXAMINER	NAME TYPED OR PRINTED	DATE

20. ADDRESS OF EXAMINING PHYSICIAN (*Typed or printed*)	21. DO YOU HAVE FEDERAL DESIGNATION? ☐ YES ☐ NO IF YES, SPECIFY ☐ FULL TIME ☐ PART TIME ☐ FEE BASIS

HEALTH QUALIFICATION PLACEMENT RECORD (Sheet 2)

(This section is comparable to Standard Form 90 promulgated March 1948 by Bureau of the Budget Circular A-24)

1. MR. / MRS. / MISS (FIRST NAME)	(MIDDLE INITIAL)	(LAST)	2. DATE OF BIRTH	3. ☐ MALE ☒ FEMALE
Mary	T.	Smith	6-25-18	

4. ADDRESS	5. TITLE OF POSITION
1206 Elm Street, Orlando, Florida	Clerk-typist
6. DEPARTMENT OR BUREAU IN WHICH YOU ARE TO BE EMPLOYED	**7. LOCATION**
USDA, SRS	Orlando, Florida

8. ARE YOU NOW EMPLOYED IN THE POSITION SHOWN IN ITEM 5? ☐ YES ☐ NO. IF YOUR ANSWER IS "YES," GIVE THE DATE OF YOUR ORIGINAL APPOINTMENT TO THIS POSITION:

TO BE COMPLETED BY APPOINTING OFFICER: Sections 9 and 10

(A) BRIEF OUTLINE OF WHAT WORKER DOES

For the physician's use, set down in brief and simple terms what the employee does on this job, including environmental details such as stairs to climb, distance to rest-room facilities, cafeteria, work-shift, etc. (*Use Section 9 below.*)

(B) PHYSICAL DEMANDS OF THE POSITION

In Section 10 below encircle the number of those factors which are essential to the duties of the position for which this applicant is being considered. The blank spaces may be used for special factors not listed.

9. TITLE OF POSITION AND OUTLINE OF WHAT WORKER DOES IN THIS POSITION (*Advise use of dictionary of occupational titles as guide, as applicable*)

Clerk-typist, General clerical work, filing, and typing.

TO BE COMPLETED BY EXAMINING PHYSICIAN: Sections 10, 11, 12, 13, 14, and 15

INSTRUCTIONS: The items circled below indicate the physical requirements of the position for which this individual is being considered. Indicate the individual's physical capacities for this position by placing an X in the appropriate column opposite the numbers encircled. If the individual has any other physical limitations relating to physical requirements not encircled or not covered by this form, indicate these under "Remarks" on the reverse side. Whenever PARTIAL capacity has been indicated, explain under "Remarks," giving specific quantities.

10. **PHYSICAL REQUIREMENTS**

ENVIRONMENTAL FACTORS

	CAPACITY				CAPACITY		
	FULL	PARTIAL	NONE		FULL	PARTIAL	NONE
1. OUTSIDE				18. WORKING AROUND MACHINERY WITH MOVING PARTS			
2. OUTSIDE AND INSIDE				19. MOVING OBJECTS OR VEHICLES			
3. EXCESSIVE HEAT				20. WORKING ON LADDERS OR SCAFFOLDING			
4. EXCESSIVE COLD				21. WORKING BELOW GROUND			
5. EXCESSIVE HUMIDITY				22. UNUSUAL FATIGUE FACTORS (*Specify*)			
6. EXCESSIVE DAMPNESS OR CHILLING							
7. DRY ATMOSPHERIC CONDITIONS				23. WORKING WITH HANDS IN WATER			
8. EXCESSIVE NOISE, INTERMITTENT				24. EXPLOSIVES			
9. CONSTANT NOISE				25. VIBRATION			
10. DUST				26. WORKING CLOSELY WITH OTHERS			
11. SILICA, ASBESTOS, ETC.				27. WORKS ALONE			
12. FUMES, SMOKE, OR GASES				28. PROTRACTED OR IRREGULAR HOURS OF WORK			
13. SOLVENTS (*Degreasing agents*)				29. SPECIAL FACTORS (*Specify*)			
14. GREASES AND OILS							
15. RADIANT ENERGY				30.			
16. ELECTRICAL ENERGY				31.			
17. SLIPPERY OR UNEVEN WALKING SURFACES				32.			

10. PHYSICAL REQUIREMENTS (Continued)

	CAPACITY		
	FULL	PARTIAL	NONE
33. HEAVY LIFTING, 45 POUNDS AND OVER			
34. MODERATE LIFTING, 15-44 POUNDS			
35. LIGHT LIFTING, UNDER 15 POUNDS			
36. HEAVY CARRYING, 45 POUNDS AND OVER			
37. MODERATE CARRYING, 15-44 POUNDS			
38. LIGHT CARRYING, UNDER 15 POUNDS			
39. STRAIGHT PULLING (HOURS)			
40. PULLING, HAND OVER HAND (HOURS)			
41. PUSHING (HOURS)			
42. REACHING ABOVE SHOULDER			
43. USE OF FINGERS			
44. BOTH HANDS REQUIRED			
45. WALKING (HOURS)			
46. STANDING (HOURS)			
47. CRAWLING (HOURS)			
48. KNEELING (HOURS)			
49. REPEATED BENDING (HOURS)			
50. CLIMBING, LEGS ONLY (HOURS)			
51. CLIMBING, USE OF LEGS AND ARMS			
52. BOTH LEGS REQUIRED			
53. OPERATION OF CRANE, TRUCK, TUG, TRACTOR, OR MOTOR VEHICLE			

FUNCTIONAL FACTORS

	CAPACITY		
	FULL	PARTIAL	NONE
54. ABILITY FOR RAPID MENTAL AND MUSCULAR COORDINATION SIMULTANEOUSLY			
55. ABILITY TO USE AND DESIRABILITY OF USING FIREARMS			
56. NEAR VISION CORRECTIBLE AT 13 TO 16 INCHES TO *Jaeger 1 to 4*			
57. FAR VISION CORRECTIBLE TO 20/20 TO 20/40			
58. FAR VISION CORRECTIBLE TO 20/50 TO 20/100			
59. SPECIFIC VISUAL REQUIREMENT (*Specify*)			
60. BOTH EYES REQUIRED			
61. DEPTH PERCEPTION			
62. ABILITY TO DISTINGUISH BASIC COLORS			
63. ABILITY TO DISTINGUISH SHADES OF COLORS			
64. HEARING (*Aid permitted*)			
65. HEARING WITHOUT AID			
66. SPECIFIC HEARING REQUIREMENTS (*Specify*)			
67.			
68.			
69.			
70.			

11. THIS PERSON SHOULD USE: (A) PROPERLY FITTED EYEGLASSES ☐ (B) PROPERLY FITTED HEARING AID ☐
(C) OTHER PROSTHETIC AID (*Specify*) ☐

12. REMARKS AND RECOMMENDATIONS:

13. SIGNATURE OF PHYSICIAN OR EXAMINER	NAME TYPED OR PRINTED	DATE

14. ADDRESS OF EXAMINING PHYSICIAN (*Typed or printed*)	15. DO YOU HAVE FEDERAL DESIGNATION? ☐ YES ☐ NO IF YES, SPECIFY. ☐ FULL TIME ☐ PART TIME ☐ FEE BASIS

TO BE COMPLETED BY SUPERVISOR

16. POSITION TO WHICH INDIVIDUAL WAS ASSIGNED

17. SIGNATURE OF SUPERVISOR	NAME TYPED OR PRINTED	DATE

Instructions for Completing SF-85, Security Investigation Data for Non-Sensitive Positions

SF-85 must be obtained from all candidates whose appointments will exceed 6 months.

Preparation

Candidate should be advised to read the instructions on the reverse side of the form carefully and to answer every question. If answer is "no" or "none," such answer should be shown.

All periods of unemployment, self-employment, school, or military service as well as all periods of actual employment should be shown in order of dates under Item 10.

Information shown on SF-85 must agree with the information contained in SF-57.

Form must be typed. (If desired, candidate may complete rough draft copy from which the fanfold may be typed in the field office.)

Candidate must sign both the original and first carbon copy of the form in the space provided for "Certification" below Item 10.

Items 11 thru 18 should be left blank - they are for use of the Division of Personnel and the CSC.

Distribution

Send all copies of the fanfold to the Division of Personnel. DO NOT KEEP ANY COPIES.

STANDARD FORM 85
Revised December 1959
U. S. Civil Service Commission
(Chapter I-2, F. P. M.)
85-102

SECURITY INVESTIGATION DATA FOR NONSENSITIVE POSITION
(SEE INSTRUCTIONS ON OTHER SIDE)

CASE SERIAL NO. (CSC Use Only)

1. FULL NAME Initials and abridgments of full name are not acceptable. If no middle name, show "(NMN)"; if initials only, show "(no given or middle name)"

A. (Last Name) Jones, (First Name) Dorothy (Middle Name) Marie

B. OTHER NAMES USED (Maiden name, names by former marriages, former names changed legally or otherwise, aliases, nicknames, etc. Specify which, and show dates used).
Nee : Smith
Nickname "Dot"

DATE OF THIS REQUEST 7-20-61

2. DATE OF BIRTH 5-10-20

3. PLACE OF BIRTH Richmond, Virginia

4. ☐ MALE ☒ FEMALE

5. ☐ SINGLE ☒ MARRIED ☐ WIDOW(ER) ☐ DIVORCED

6. IF MARRIED, WIDOWED, OR DIVORCED, GIVE FULL NAME AND DATE AND PLACE OF BIRTH OF SPOUSE OR FORMER SPOUSE, AND DATE AND PLACE OF MARRIAGE. INCLUDE WIFE'S MAIDEN NAME. (Give same information regarding all previous marriages).
William T. Jones, DOB 9-11-21, Pittsburgh, Pennsylvania
married 7-6-42, Philadelphia, Pennsylvania

7. IDENTIFYING NUMBERS (Armed Services serial numbers, Social Security number, passport number, alien registration number, seaman's certificate of identification, etc. Specify which).
Social Security #460-36-5811

8. ORGANIZATIONS WITH WHICH AFFILIATED (Past and present) OTHER THAN RELIGIOUS OR POLITICAL ORGANIZATIONS OR THOSE WHICH SHOW RELIGIOUS OR POLITICAL AFFILIATIONS (If "None," so state).
none

9. DATES AND PLACES OF RESIDENCE (Begin with present and go back to January 1, 1937, or your 16th birthday, whichever is later. Continue under item 19 on other side if necessary).

From	To	Number and Street	City	State

Show all places of residence since 1-1-37 or your 16th birthday to date

10. DATES, NAMES AND ADDRESSES OF EMPLOYERS (Begin with present and go back to January 1, 1937. Continue under item 19 on other side if necessary).

From	To	Employer	Address (Number, street, city, and state)

Show all periods of employment. Include all periods of unemployment and self-employment

CERTIFICATION

I CERTIFY that the above statements are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

False statement on this form is punishable by law.

date — DATE
sign — SIGNATURE (Sign original and first carbon copy)

11. DATE OF APPOINTMENT

12. TITLE OF POSITION AND GRADE OR SALARY

13. PLACE OF DUTY

14. TYPE OF APPOINTMENT ☐ EXCEPTED ☐ COMPETITIVE { Includes indefinite and temporary types of competitive appointment.

15. CIVIL SERVICE REGULATION NUMBER OR OTHER APPOINTMENT AUTHORITY

16. This is a Nonsensitive Position.

(Signature and title of authorized agency official)

17. THIS SPACE FOR FBI USE (See also item 20)

18. NAME AND MAILING ADDRESS OF AGENCY OFFICIAL TO WHOM RESULTS SHOULD BE SENT.

19. SPACE FOR CONTINUING ANSWERS TO OTHER QUESTIONS (Show item numbers to which answers apply. Reverse the carbon paper before writing on this side).

If more space is needed use a separate sheet of paper. Write name on each sheet and attach it to this form.

20. REPORT OF INFORMATION DEVELOPED (THIS SPACE RESERVED FOR FBI USE) Date:

INSTRUCTIONS

1. This form must be submitted for each appointee to a nonsensitive position unless an exception has been approved by the U. S. Civil Service Commission. See Federal Personnel Manual Chapter I-2 for details on use of this form.
2. This form is to be prepared in triplicate by the employing agency. Type all answers. Fill in all items except 17 and 20. If the answer is "No" or "None," so state.
3. Items 1A, 2, 3, 4, and 10 can be obtained from the application. The appointee should be asked to furnish information for items 1B and 5 thru 9. Items 11 thru 15 may be obtained from the agency copy of Standard Form 50 or other personnel records. In item 18 give name and full mailing address of the official in your department or agency to whom the reports of investigation should be sent. If more space is needed for any item continue under item 19.
4. The appointee must sign (on the original and the first carbon copy) the certification below item 10.
5. Submit the following forms and papers within three days after appointment to the office of the United States Civil Service Commission which serves your office:
   A. Two carbon copies of this form (Standard Form 85).
   B. Standard Form 87 (Fingerprint Chart).
   C. Original application from which appointment was made. Include investigative information about the person received on voucher forms or otherwise.
6. RETAIN THE ORIGINAL COPY OF STANDARD FORM 85 (SIGNED BY THE APPOINTEE) FOR YOUR FILES.

Instructions for Obtaining Finger Prints - Charts - SF-87

Finger Prints must be taken on Standards Form 87.

Candidates for whom finger prints are required may be directed to a local police station, Post Office, Courthouse, or other agency having proper facilities, but should be give SF-87 on which to take the prints.

Since so many prints have been returned by the CSC as unclassifiable, it is suggested that field offices purchase a small fingerprinting kit and train an employee to take proper prints. This is not a requirement, but if field offices desire to purchase this equipment, such a kit is listed as Item Number 7520-286-1721 in the GSA Catalog and may be obtained from the local GSA warehouse. The listed price is $2.74. Complete instructions for taking proper finger prints are given on the enclosed CSC Form 471.

DO NOT FOLD THE FINGER PRINT CHART

Preparation

Type name of candidate in space provided at top of form.

Type U. S. Dept. of Agriculture, Agricultural Economics, SRS, and headquarters in space provided.

Candidate should be required to complete proper spaces to show personal information, signature, and address.

If finger prints are taken in the State office, be sure the signature and title of the person taking the prints are shown.

Number of Copies

One set only of finger prints is required.
No copies should be retained in the Field office.

Distribution

Send the Finger Print Chart to DP with SF-52 and other appointment forms.

UNITED STATES CIVIL SERVICE COMMISSION

INSTRUCTIONS FOR TAKING CIVIL SERVICE FINGERPRINTS

INTRODUCTION

Civil Service fingerprints are used to determine whether the person fingerprinted has an arrest record. The fingerprints are sent to the Federal Bureau of Investigation. There they are classified and searched against the fingerprint files, which contain millions of fingerprint charts. If the files include an arrest record for the person, this search will locate it. In order to make this search the fingerprints must have been properly taken. The impressions must be clear and must show all key points. Otherwise the fingerprints cannot be classified and therefore cannot be searched. They must be returned for reprinting. This takes time and costs money. It delays the decision as to whether the person is suitable for Government employment. Knowing how to take fingerprints properly will help avoid these problems. This form tells how to do so.

EQUIPMENT

Having the right fingerprint equipment is important. It is inexpensive and simple. It can be obtained in kit form, or can be made up in more elaborate fashion if a large amount of fingerprinting is to be done. Five basic items are needed:

1. *An inking plate,* made of a hard, smooth nonporous surface such as glass or stainless steel.

2. *Printer's ink* (a black heavy paste).

3. *A roller,* to spread the ink on the inking plate; made of a substance such as hard rubber, about 1 to 2 inches in diameter and 3 to 6 inches long.

4. *A card clamp or holder,* to hold the chart in place so it will not slip. If a holder is not available, a heavy paperweight placed at the top of the chart may be used instead.

5. *Cleaning fluid and rags,* to clean the subject's fingers, the roller and inking plate.

Place the inking plate on the edge of a counter or table which is high enough to allow the subject's forearm to be horizontal when the fingers are being inked. Fasten the cardholder at the table edge to the right of the inking plate.

TAKING THE FINGERPRINTS

1. *Fill in the blanks on the chart.* Use a typewriter for everything except the signatures, which should be written with ink.

2. *Insert the chart in the cardholder.* If a holder is not available, use a heavy paperweight and bend the chart slightly down from the table edge so that the spaces not immediately being used are out of the way.

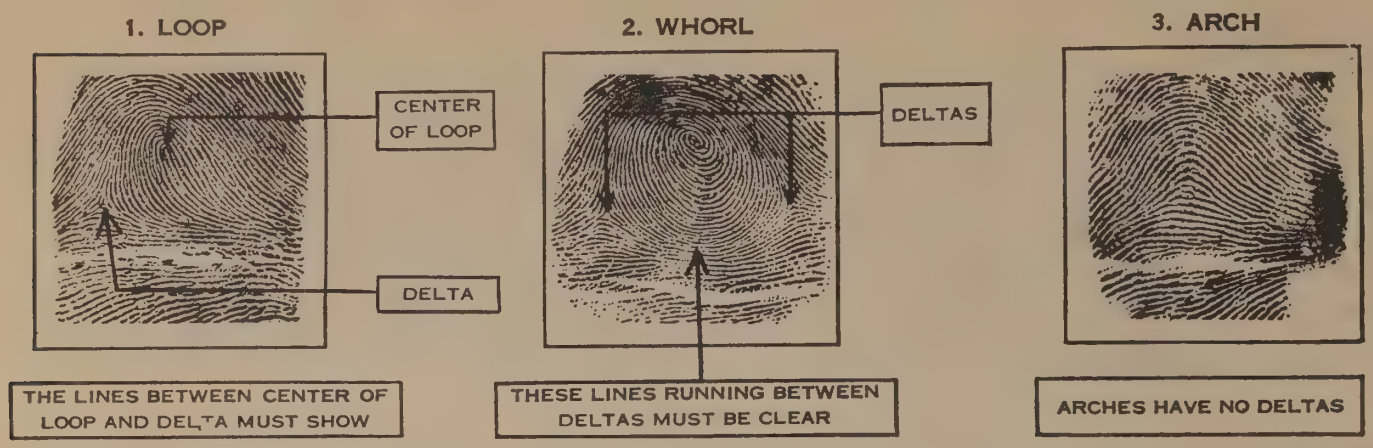
3. *Clean the fingers.* Have the subject wash and dry them thoroughly or use a good cleaning fluid.

4. *Ink the inking plate.* Use only a small daub of printer's ink. Roll it thoroughly until a *thin,* even film covers the surface.

5. *Ink and roll each finger separately.* Roll from nail to nail. Be sure the finger is inked evenly from the tip to below the first joint. Then press it lightly in the space marked for that finger on the fingerprint chart and roll it the same as when you inked it. Begin with the right thumb, and then the index, middle, ring and little fingers. Repeat in the same order for the left hand.

6. *Take the "plain impressions."* Press the four fingers of the right hand lightly on the inking plate, then press them simultaneously in the space at the lower right hand corner of the chart. Repeat these steps for the left hand. Then ink the thumb of each hand and print without rolling in the space provided.

7. *Check the rolled impressions* to see if they can be classified. Most fingerprints fall into t patterns shown below:



(*a*) A delta (△) is the point at which the lines forming the loop or whorl pattern spread and begin going in different directions. All loop prints have one delta. Whorl prints have two.

(*b*) Loop prints cannot be classified unless the center of the loop and the delta, and the lines between them, are clear.

(*c*) Whorl prints cannot be classified unless the two deltas and the lines connecting the deltas are clear.

(*d*) Arch fingerprints can be classified if a sufficiently clear impression is obtained to permit identification of the pattern as being an arch.

(*e*) When other patterns occur, they should be classifiable if they include the entire first joint from nail to nail and are clear and sharp like the examples shown above.

8. *Take new prints* if you think any of the impressions cannot be classified. If no more than three impressions look unclassifiable, take new prints of these fingers and paste (DO *NOT* STAPLE) them over the defective ones. If there are more than three, make a new chart.

SOME FINGERPRINTING TIPS

1. *How to stand.* Have the subject stand in front of and squarely facing the inking plate, a forearm's length away. For best results, stand to the left of the subject.

2. *Holding the fingers.* To insure that the fingers not being immediately printed will not get in the way, fold them into the subject's palm where they can easily be held by your right hand.

See that the finger being printed is extended straight but is not rigid. By grasping the tip of the finger with your own left hand you can keep it properly extended and guide it through the rolling process to prevent slipping or twisting. This will help to avoid smudged prints.

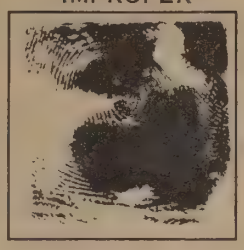
3. *Direction of roll.* To take advantage of the natural movement of the forearm, always roll the fingers from the awkward to the easy position. This means roll the thumbs toward and the fingers away from the center of the subject's body. This eases the strain and leaves the fingers relaxed at the end of the roll. Then they can be lifted from the card easily without slipping.

4. *Amount of pressure.* You will learn by experience how much pressure is needed in inking and rolling the fingers. The condition of the fingers makes a difference. For example, the ridges on ladies' fingers usually are finer and closer together than on men's and require lighter inking and pressure. Too much pressure flattens the fingers and forces the ink down into the small indentures between the ridges. Then the ridges appear to run together and classification is difficult. Tell the subject not to try to hel otherwise he may cause the prints to smear. One way of getting him to relax his hand is to ask him to look at the wall rather than at his hand.

COMMON FINGERPRINT FAULTS

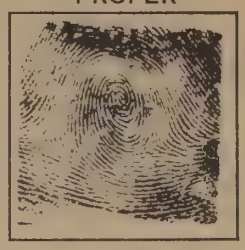
1. *Improper ink.* For best results use rinter's ink, a heavy black paste. Do not .nin it. This ink dries quickly and will not blur or smear with handling. Do not use ordinary writing ink, colored ink, or stamp pad ink. These inks are too light, too thin, and dry too slowly.

IMPROPER



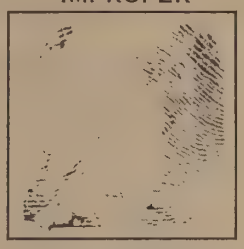
IMPROPER

PROPER

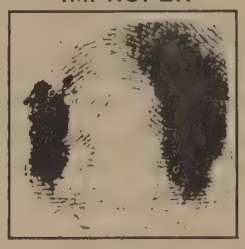


2. *Failure to clean fingers or equipment.* Foreign substances or perspiration will spoil the prints. Use a good cleaning fluid on the inking equipment. Wash the hands before printing, and dry them thoroughly. In warm weather, wipe each finger dry of perspiration before printing.

IMPROPER



IMPROPER



PROPER

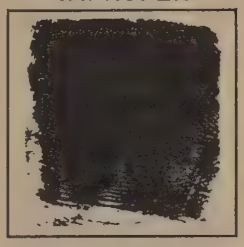
3. *Failure to ink ana roll the fingers fully.* The whole finger surface from joint to tip and from side to side must appear. Otherwise the focal points of the impressions (the deltas) will not be shown.

IMPROPER

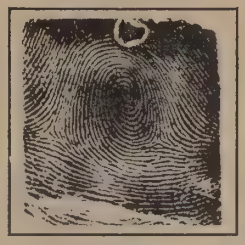
PROPER

4. *Too much ink.* A touch of the tube .id to the inking plate is enough for several sets of prints. Spread it to a thin, even film by rolling.

IMPROPER

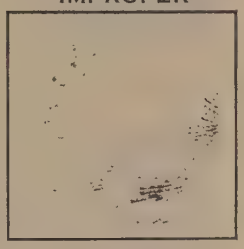


PROPER



5. *Not enough ink.* Roll the inking plate after taking each set of prints. Use a fresh part of the inked surface to ink each finger. Otherwise the ridges will be too light to be counted or traced.

IMPROPER



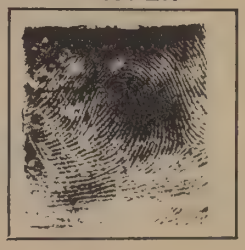
PROPER

6. *Letting the fingers slip or twist.* This smears or blurs the prints. Hold the fingers lightly without too much pressure. Tell the subject not to try to help, but to leave his fingers relaxed.

IMPROPER

IMPROPER

PROPER



SPECIAL FINGERPRINT PROBLEMS EXHIBIT H

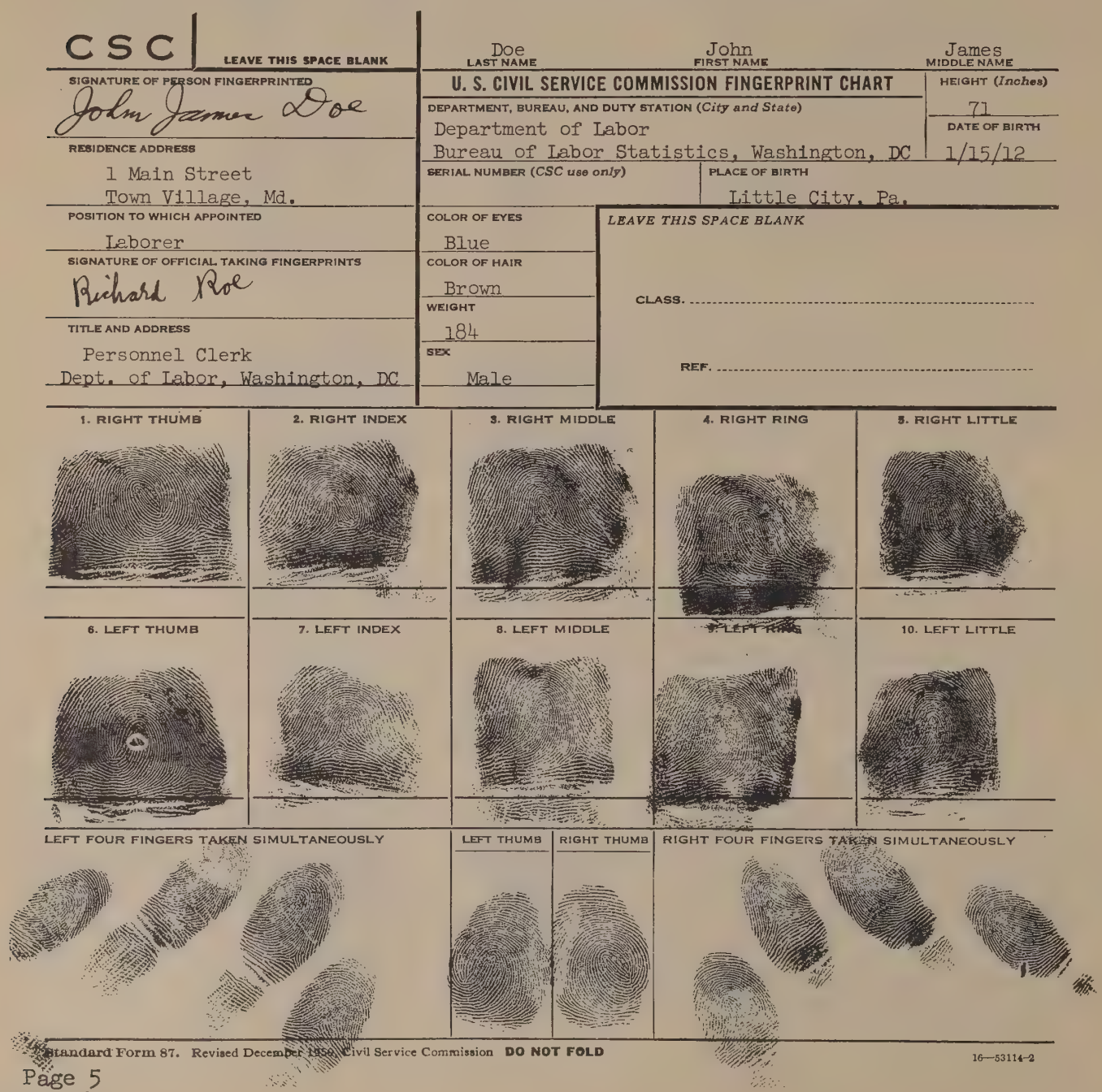
1. *Missing fingers.* If the entire first joint of a finger is missing, write "AMP" in the space for that finger on the chart. If part of the first joint is missing, take an impression of the remaining part and write "Tip AMP" to show that the tip is missing. If you do not do this, the chart will be sent back for reprinting.

2. *Worn fingers.* Some persons have fingers that are worn smooth. This happens with older people, those who have a skin disease affecting the fingers, and those who do work such as bricklaying, plastering, dishwashing, etc. Be extra careful to try to obtain acceptable prints from them. If the person no longer does the kind of work that made his fingers smooth, and if it is possible to wait about two weeks the ridges may return to normal and you can obtain better prints.

3. *Injured fingers.* If a temporary injury prevents immediate printing of some of the fingers, wait until they heal if possible.

4. *Explain failure to get good prints.* When you cannot obtain acceptable prints for any reason, attach a full explanation to the chart. If you do not do this, the chart will be returned for reprinting.

ILLUSTRATION OF COMPLETED FINGERPRINT CHART



CSC LEAVE THIS SPACE BLANK

Doe (LAST NAME) John (FIRST NAME) James (MIDDLE NAME)

U. S. CIVIL SERVICE COMMISSION FINGERPRINT CHART

SIGNATURE OF PERSON FINGERPRINTED: John James Doe

DEPARTMENT, BUREAU, AND DUTY STATION (*City and State*): Department of Labor, Bureau of Labor Statistics, Washington, DC

HEIGHT (*Inches*): 71

DATE OF BIRTH: 1/15/12

RESIDENCE ADDRESS: 1 Main Street, Town Village, Md.

SERIAL NUMBER (*CSC use only*):

PLACE OF BIRTH: Little City, Pa.

POSITION TO WHICH APPOINTED: Laborer

COLOR OF EYES: Blue

LEAVE THIS SPACE BLANK

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: Richard Roe

COLOR OF HAIR: Brown

CLASS.

WEIGHT: 184

TITLE AND ADDRESS: Personnel Clerk, Dept. of Labor, Washington, DC

SEX: Male

REF.

1. RIGHT THUMB
2. RIGHT INDEX
3. RIGHT MIDDLE
4. RIGHT RING
5. RIGHT LITTLE
6. LEFT THUMB
7. LEFT INDEX
8. LEFT MIDDLE
9. LEFT RING
10. LEFT LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

LEFT THUMB

RIGHT THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

Standard Form 87. Revised December 1956. Civil Service Commission DO NOT FOLD

16—53114-2

Qualification Standards

CLERK-TYPIST, GS-322-2, 3
CLERK-STENOGRAPHER, GS-312-3, 4

A written test is required.

Experience

GS-2, Typist - No experience
GS-3, Stenographer - No experience
GS-3, Typist - 1 year of clerical or typing experience
GS-4, Stenographer - 1 year of progressively responsible specialized experience in the field in which the work will be performed.

Substitution

A maximum of 1 year of experience, either the specialized or general, may be substituted by:

1. Completion of a 4 year high school
2. Completion of a full time business or commercial school or Junior college on the basis of 1 month study for 1 month experience.

CALCULATING MACHINE OPERATOR, GS-355-2, 3

A written test is required.

Experience

GS-2 CMO - 3 months experience operating calculating machine
GS-3 CMO - 6 months experience operating calculating machine

Substitution

Completion of 4 years high school level may substituted for 3 months of experience.

STATISTICAL CLERK, GS-1531-3, 4

A written test is required.

Experience

GS-3, Stat. Clerk - 1 year general clerical experience
GS-4, Stat. Clerk - 1 year general clerical experience and 1 year specialized experience in the field in which the work will be performed.

Substitution

General - 1. School above high school may be substituted on basis of 1 year study for 1 year experience.
2. Study completed in business or secretarial school may be substituted on the basis of 36 weeks of study for 1 year of experience.
3. Completion of high school that included 4 units in commercial or business educational subjects may be substituted for 1 year of experience.

Specialized Experience - Study completed in school above the high school may be substituted on the basis of 1 year of study or 9 months experience provided 6 semester hours per year is in subjects closely related to the statistical field (i. e. math, statistics).

Instructions for Administering Oaths of Office - SF-61

Who May Administer Oaths of Office

Oaths of offices may be administered by:

The Agricultural Statistician in charge (or acting);

Field Supervisor or Assistant (when away from the headquarters office in travel status); or

If none of the above, a Notary Public.

Preparation

Complete the first line of SF-61 to show U. S. Department of Agriculture, Agricultural Economics, SRS, division, and location.

Show the "date of entrance on duty" as the actual date the employee enters on duty.

All items on the reverse side of sheet one are to be completed by the employee. If employee has been arrested, or discharged from any employment, full information must be shown in Items 8 and 11.

Number of Copies

Only one is required.

Distribution

The second sheet "Information for Employee" should be detached and given to the employee.

The Oath (first sheet) should be sent to DP immediately.

Since salary payment will not be released until the SF-61 is received, it is important that the form be executed and mailed to DP promptly on EOD.

PLACES WHERE CIVIL SERVICE EXAMINATIONS ARE HELD

The written test for the Federal Service Entrance Examination will be given at the places named below. A resident of any State may be examined in any city named in the list.

Alabama: Anniston, Birmingham, Brewton, Decatur, Demopolis, Dothan, Eufaula, Florence, Gadsden, Huntsville, Jasper, Luverne, Mobile, Montgomery, Opelika, Selma, Sylacauga, Tuscaloosa, Tuskegee Institute, Thomasville.

Alaska: Anchorage, Cordova, Fairbanks, Juneau, Ketchikan, Nome, Seward, Sitka.

Arizona: Casa Grande, Coolidge, Douglas, Flagstaff, Fort Huachuca, Globe, Kingman, Nogales, Phoenix, Prescott, Safford, Show Low, Tucson, Winslow, Yuma.

Arkansas: Batesville, Blytheville, Camden, Fayetteville, Forest City, Fort Smith, Harrison, Helena, Hot Springs National Park, Jonesboro, Little Rock, Mena, Monticello, Pine Bluff, Russellville, Searcy, Texarkana.

California: Alturas, Bakersfield, Barstow, Bishop, Blythe, Chico, China Lake, El Centro, Eureka, Fresno, Hanford, Indio, Long Beach, Los Angeles, Marysville, Merced, Modesto, Monterey, Needles, Oakland, Pasadena, Pomona, Port Hueneme, Redding, Redwood City, Richmond, Riverside, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Rafael, Santa Ana, Santa Barbara, Santa Cruz, Santa Monica, Santa Rosa, Stockton, Susanville, Ukiah, Vallejo, Yreka.

Canal Zone: Balboa Heights.

Colorado: Alamosa, Boulder, Burlington, Canon City, Colorado Springs, Cortez, Craig, Denver, Durango, Fort Collins, Fort Morgan, Glenwood Springs, Grand Junction, Greeley, Gunnison, Holyoke, Kremmling, La Junta, Lamar, Leadville, Limon, Meeker, Montrose, Pagosa Springs, Pueblo, Salida, Springfield, Steamboat Springs, Sterling, Trinidad, Walsenburg, Yuma.

Connecticut: Bridgeport, Hartford, New Haven, New London, Waterbury, Willimantic.

Delaware: Dover, Georgetown, Wilmington.

District of Columbia: Washington.

Florida: Avon Park, Daytona Beach, Fort Myers, Gainesville, Jacksonville, Key West, Lake City, Lakeland, Marianna, Miami, Ocala, Orlando, Palatka, Panama City, Pensacola, Sarasota, St. Petersburg, Tallahassee, Tampa, Vero Beach, West Palm Beach.

Georgia: Albany, Americus, Athens, Atlanta, Augusta, Brunswick, Columbus, Dublin, Fitzgerald, Gainesville, La Grange, Macon, Rome, Savannah, Statesboro, Thomasville, Valdosta, Waycross.

Guam: Agana.

Hawaiian Islands: Hilo, Honolulu, Hoolehua, Lihue, Wailuku.

Idaho: Boise, Burley, Caldwell, Coeur d'Alene, Grangeville, Idaho Falls, Lewiston, McCall, Montpelier, Moscow, Pocatello, Preston, Saint Anthony, Saint Maries, Salmon, Sandpoint, Twin Falls, Wallace, Weiser.

Illinois: Alton, Aurora, Belvidere, Bloomington, Cairo, Carbondale, Carlinville, Carmi, Centralia, Chicago, Danville, Decatur, Des Plaines, Dixon, East St. Louis, Effingham, Elgin, Evanston, Freeport, Galena, Galesburg, Harrisburg, Harvey, Jacksonville, Joliet, Kankakee, LaSalle, Macomb, Marion, Metropolis, Mount Carmel, Mount Vernon, Oak Park, Olney, Ottawa, Paris, Peoria, Pontiac, Quincy, Rochelle, Rockford, Rock Island, Savanna, Springfield, Streator, Taylorville, Tuscola, Urbana, Vandalia, Watseka, Waukegan, Wheaton, Woodstock.

Indiana: Anderson, Angola, Bedford, Bloomington, Evansville, Fort Wayne, Gary, Hammond, Indianapolis, Jasper, Jeffersonville, Lafayette, Logansport, Madison, Marion, Muncie, Rensselaer, Richmond, Seymour, South Bend, Terre Haute, Valparaiso, Vincennes.

Iowa: Ames, Atlantic, Burlington, Cedar Rapids, Council Bluffs, Creston, Davenport, Decorah, Denison, Des Moines, Dubuque, Fort Dodge, Iowa City, Keokuk, Mason City, Muscatine, Ottumwa, Sioux City, Spencer, Waterloo.

Kansas: Dodge City, Emporia, Fort Scott, Garden City, Goodland, Hays, Hutchinson, Independence, Junction City, Kansas City, Lawrence, Leavenworth, Manhattan, Osborne, Parsons, Pittsburg, Pratt, Salina, Topeka, Wichita.

Kentucky: Ashland, Bowling Green, Covington, Frankfort, Glasgow, Harlan, Hazard, Hopkinsville, Lebanon, Lexington, London, Louisville, Madisonville, Mayfield, Maysville, Middlesboro, Owensboro, Paducah, Paintsville, Pikesville, Richmond, Somerset.

Louisiana: Alexandria, Baton Rouge, Bogalusa, Ferriday, Houma, Lafayette, Lake Charles, Monroe, Natchitoches, New Orleans, Ruston, Shreveport, Tallulah.

Maine: Augusta, Bangor, Bath, Calais, Caribou, Dover-Foxcroft, Ellsworth, Fort Kent, Houlton, Lewiston, Millinocket, Portland, Rockland, Rumford, Waterville.

Maryland: Baltimore, Cumberland, Easton, Hagerstown, Patuxent River, Salisbury.

Massachusetts: Amherst, Boston, Brockton, Fall River, Fitchburg, Greenfield, Hyannis, Lawrence, Lowell, Nantucket, New Bedford, Northampton, Pittsfield, Salem, Springfield, Worcester.

Michigan: Adrian, Alpena, Ann Arbor, Battle Creek, Bay City, Benton Harbor, Big Rapids, Cadillac, Calumet, Cheboygan, Coldwater, Detroit, East Tawas, Escanaba, Flint, Gaylord, Gladwin, Grand Rapids, Holland, Iron Mountain, Iron River, Ironwood, Jackson, Kalamazoo, Lansing, Ludington, Manistee, Manistique, Marquette, Midland, Mount Clemens, Muskegon, Petoskey, Pontiac, Port Huron, Saginaw, Sandusky, Sault Ste Marie, Traverse City, Wyandotte.

Minnesota: Austin, Bemidji, Brainerd, Crookston, Detroit Lakes, Duluth, Ely, Fergus Falls, Grand Rapids, Hibbing, International Falls, Mankato, Minneapolis, Montevideo, Northfield, Rochester, St. Cloud, St. Paul, Thief River Falls, Willmar, Winona, Worthington.

Mississippi: Biloxi, Brookhaven, Clarksdale, Columbus, Corinth, Greenville, Greenwood, Gulfport, Hattiesburg, Jackson, Kosciusko, Laurel, Meridian, Natchez, Oxford, Tupelo, Vicksburg.

Missouri: Cape Girardeau, Chillicothe, Columbia, Farmington, Hannibal, Jefferson City, Joplin, Kansas City, Kirksville, Lebanon, Poplar Bluff, Rolla, St. Joseph, St. Louis, Sedalia, Springfield, Warrensburg, West Plains.

Montana: Billings, Bozeman, Butte, Deer Lodge, Dillon, Glasgow, Glendive, Great Falls, Harlowton, Havre, Helena, Kalispell, Lewistown, Libby, Livingston, Malta, Miles City, Missoula, Plentywood, Poplar, Shelby, Sidney, Thompson Falls.

Nebraska: Alliance, Beatrice, Broken Bow, Columbus, Falls City, Fremont, Grand Island, Hastings, Kearney, Lincoln, McCook, Norfolk, North Platte, Ogallala, Omaha, O'Neill, Scottsbluff, Sidney, Valentine.

Nevada: Elko, Ely, Fallon, Hawthorne, Las Vegas, Reno, Winnemucca.

New Hampshire: Berlin, Claremont, Durham, Hanover, Laconia, Manchester, Plymouth, Portsmouth.

New Jersey: Atlantic City, Asbury Park, Bridgeton, Camden, Jersey City, Lakewood, Montclair, Morristown, Newark, New Brunswick, Newton, Paterson, Phillipsburg, Plainfield, Red Bank, Trenton, West New York.

New Mexico: Alamogordo, Albuquerque, Carlsbad, Clayton, Clovis, Deming, Farmington, Gallup, Grants, Hobbs, Las Cruces, Las Vegas, Portales, Raton, Roswell, Santa Fe, Santa Rosa, Silver City, Socorro, Taos, Truth or Consequences, Tucumcari.

New York: Albany, Auburn, Batavia, Binghamton, Brooklyn, Buffalo, Elmira, Glens Falls, Hamilton, Hempstead, Hornell, Ithaca, Jamaica, Jamestown, Kingston, Malone, Middletown, Newburgh, New Rochelle, New York, Niagara Falls, Norwich, Ogdensburg, Olean, Oneonta, Oswego, Patchogue, Peekskill, Plattsburg, Poughkeepsie, Riverhead, Rochester, Saranac Lake, Schenectady, Syracuse, Utica, Watertown, Yonkers.

North Carolina: Asheville, Charlotte, Durham, Elizabeth City, Fayetteville, Gastonia, Goldsboro, Greensboro, Hickory, New Bern, North Wilkesboro, Raleigh, Rocky Mount, Salisbury, Sylva, Washington, Wilmington, Winston-Salem.

North Dakota: Bismarck, Devils Lake, Dickinson, Fargo, Garrison, Grand Forks, Jamestown, Minot, Rugby, Valley City, Wahpeton, Williston.

Ohio: Akron, Ashtabula, Athens, Canton, Chillicothe, Cincinnati, Cleveland, Columbus, Dayton, Elyria, Fostoria, Greenville, Hamilton, Lima, Mansfield, Marietta, Marion, Napoleon, Newark, New Philadelphia, Painesville, Portsmouth, Sandusky, Springfield, Steubenville, Toledo, Youngstown, Zanesville.

Oklahoma: Ada, Altus, Ardmore, Bartlesville, Chickasha, Elk City, Enid, Guymon, Hugo, Lawton, McAlester, Muskogee, Norman, Oklahoma City, Okmulgee, Ponca City, Poteau, Shawnee, Stillwater, Tulsa, Vinita, Watonga, Woodward.

Oregon: Albany, Ashland, Astoria, Baker, Bend, Burns, Coos Bay, Corvallis, Enterprise, Eugene, Gold Beach, Grants Pass, Hermiston, John Day, Klamath Falls, La Grande, Lakeview, McMinnville, Medford, Monmouth, Newport, Pendleton, Portland, Prineville, Reedsport, Roseburg, Salem, The Dalles, Tillamook.

Pennsylvania: Allentown, Altoona, Beaver Falls, Bradford, Butler, Chambersburg, Charleroi, Chester, Clarion, Clearfield, Coatesville, Corry, Du Bois, Easton, Emporium, Erie, Greensburg, Greenville, Harrisburg, Hazleton, Huntingdon, Indiana, Johnstown, Lancaster, Lebanon, Lewistown, Lock Haven, Meadville, New Castle, Norristown, Oil City, Philadelphia, Pittsburgh, Pottsville, Reading, Ridgway, Scranton, Somerset, State College, Stroudsburg, Sunbury, Towanda, Uniontown, Warren, Washington, Wellsboro, Wilkes-Barre, Williamsport, York.

Puerto Rico: Mayaguez, Ponce, San Juan.

Rhode Island: Newport, Providence, Wakefield.

South Carolina: Anderson, Beaufort, Charleston, Columbia, Florence, Georgetown, Greenville, Greenwood, Orangeburg, Rock Hill, Spartanburg.

South Dakota: Aberdeen, Brookings, Chamberlain, Deadwood, Hot Springs, Huron, Lemmon, Mitchell, Mobridge, Philip, Pierre, Rapid City, Sioux Falls, Vermillion, Wagner, Watertown, Winner, Yankton.

Tennessee: Bristol, Chattanooga, Clarksville, Columbia, Cookeville, Jackson, Johnson City, Kingsport, Knoxville, McMinnville, Memphis, Morristown, Nashville, Paris, Sweetwater, Union City.

Texas: Abilene, Alpine, Amarillo, Austin, Beaumont, Beeville, Big Lake, Big Spring, Brady, Brownsville, Brownwood, Bryan, Childress, Corpus Christi, Corsicana, Cotulla, Dalhart, Dallas, Del Rio, Denton, Eagle Pass, El Paso, Fort Stockton, Fort Worth, Galveston, Gonzales, Greenville, Houston, Huntsville, Jasper, Junction, Kerrville, La Grange, Lampasas, Laredo, Littlefield, Livingston, Longview, Lubbock, Lufkin, Marshall, McAllen, McKinney, Midland, Mineral Wells, Mount Pleasant, Orange, Palestine, Pampa, Paris, Pecos, Perryton, Port Arthur, San Angelo, San Antonio, San Benito, Sanderson, San Marcos, Seminole, Seymour, Sherman, Sweetwater, Temple, Texarkana, Tyler, Uvalde, Van Horn, Victoria, Waco, Wharton, Wichita Falls.

Utah: Beaver, Cedar City, Delta, Dugway, Logan, Manti, Moab, Ogden, Panguitch, Price, Provo, Richfield, Salt Lake City, St. George, Tooele, Vernal.

Vermont: Bennington, Brattleboro, Burlington, Middlebury, Montpelier, Newport, Rutland, St. Johnsbury.

Virgin Islands: Charlotte-Amalie, Christiansted.

Virginia: Alexandria, Big Stone Gap, Bristol, Charlottesville, Danville, Fredericksburg, Harrisonburg, Lexington, Lynchburg, Newport News, Norfolk, Petersburg, Richmond, Roanoke, Staunton, Winchester, Wytheville.

Washington: Aberdeen, Bellingham, Bremerton, Chehalis, Cheney, Colville, Coulee Dam, Ellensburg, Ephrata, Everett, Longview, Mount Vernon, Newport, Olympia, Omak, Pasco, Port Angeles, Port Townsend, Pullman, Raymond, Ritzville, Seattle, Spokane, Tacoma, Vancouver, Walla Walla, Wenatchee, Yakima.

West Virginia: Beckley, Bluefield, Charleston, Clarksburg, Elkins, Huntington, Lewisburg, Martinsburg, Morgantown, Parkersburg, Wheeling, Williamson.

Wisconsin: Appleton, Ashland, Beloit, Eau Claire, Fond du Lac, Green Bay, Janesville, Kenosha, LaCrosse, Madison, Manitowoc, Marinette, Marshfield, Milwaukee, Monroe, Oshkosh, Park Falls, Prairie du Chien, Racine, Rhinelander, Rice Lake, Ripon, River Falls, Sheboygan, Stevens Point, Superior, Tomah, Watertown, Waukesha, Wausau, Wisconsin Rapids.

Wyoming: Afton, Casper, Cheyenne, Cody, Douglas, Evanston, Gillette, Jackson, Kemmerer, Lander, Laramie, Newcastle, Rawlins, Rock Springs, Sheridan, Torrington, Wheatland, Worland, Yellowstone Park.

Preparation of Form OF-4b

1. LAST NAME—FIRST NAME—MIDDLE INITIAL	2. POSITION TITLE	3. GRADE AND SALARY OR GROUP	

15. REMARKS

Doe, John F (To be used when filed in upright file)

16 NATURE OF ACTION	17 EFFECTIVE DATE	18 POSITION TITLE AND NUMBER	19 GRADE AND SALARY OR GROUP	20 ORGANIZATIONAL DESIGNATION AND OFFICIAL STATION
Career-cond.appt	8/1/61	Clk-steno SRS-214-v	GS-312-3 $3760	Madison,Wisc

OF-4b
U. S. CIVIL SERVICE COMMISSION
July 1947

EMPLOYEE RECORD CARD
(See over)

16—52935-2 U. S. GOVERNMENT PRINTING OFFICE

NATURE OF ACTION	17 EFFECTIVE DATE	18 POSITION TITLE AND NUMBER	19 GRADE AND SALARY OR GROUP	20 ORGANIZATIONAL DESIGNATION AND OFFICIAL STATION

15. REMARKS (ADDITIONAL REMARKS ON REVERSE SIDE OF CARD)

14. TRAINING, SKILLS, AND EDUCATION

(Show as much information as needed in field office)

12. EFFICIENCY RATINGS						13. IN-SERVICE TRAINING		
DATE	TYPE	RATING	DATE	TYPE	RATING	DATE	COURSE	REMARKS

11. PHYSICAL IMPAIRMENT
Color blind - may not drive official car

10. EMERGENCY ADDRESSEE (NAME, ADDRESS, TELEPHONE NO.)
show from information furnished by employee

7. ADDRESS CHANGE	TEL. CHANGE	8. MARITAL STATUS	9. CSC STATUS
		single	CC
4. HOME ADDRESS 125 Elm Street, Madison	TEL. NO. JA 7-3421	5. DATE OF BIRTH 10/16/32	6. VETERAN'S PREFERENCE 5 pt

1. LAST NAME—FIRST NAME—MIDDLE INITIAL	2. POSITION TITLE	3. GRADE AND SALARY OR GROUP
Doe, John F	Clk-Steno	GS-312-3

(THIS TAB FOR TYPING: CAN BE TORN OFF, FOLDED UNDER, OR FOLDED UP TO RENEW NAME LINE)